

Minutes of Meeting (MoM)

Project Title: CPTS 484_Team Project

Date: 09/29/25

Time: 6pm

Location / Platform (Zoom/Discord/etc.): Discord

Participants: Justin Keanini (Team Lead), Shaya Arya, Christian Flores Cruz, Hiruna(Yevin) Dissanayake, Russell Habib, Julia Lee

Meeting Number / Version: 092925_1

1. Agenda

- Item 1: Phase I Presentation

2. Key Discussion Points

- Prepare for the Presentation

3. Decisions Made

- 3 pairs of AS-IS/TO-BE
- Top priority scenarios and analysis of it using the techniques (Lesson 6, part 3, page 7)
- Summarize the comparison of the app

4. Action Items / Responsibilities

- Task: Prepare the slide | Assigned To: Julia Lee | Deadline: 10/05/25 | Priority: High
- Task: Set-up the appointment with Professor | Assigned To: Justin Keanini | Deadline: ASAP | Priority: High

5. Linkage to Deliverables (optional)

- Relevant Requirement Document Section(s): Lesson 6, part 3, page 7
- Presentation / Report Updates Needed: Team Lead will announce the fixed time for the presentation

6. Next Steps & Follow-Up

- Deliverables before next meeting: The slide for presentation
- Next meeting scheduled on: 10/06/25 6pm
- Agreed communication channel: Zoom

Prepared By: Julia Lee

Date of Circulation: 09/29/25