

Minutes of Meeting (MoM)

Project Title: CPTS 484_Team Project

Date: 09/15/25

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: 091525_1

1. Agenda

- Item 1: Check the feedback
- Item 2: Progress of the project
- Item 3: Check the next deliverable

2. Key Discussion Points

- Progress of the project
- Check the next deliverable (Due October 12th)

3. Decisions Made

- Wait for the feedback and work on next deliverable

4. Action Items / Responsibilities

5. Linkage to Deliverables (optional)

- Relevant Requirement Document Section(s):
- Impact on Sprint / Milestone:
- Presentation / Report Updates Needed:

6. Next Steps & Follow-Up

- Deliverables before next meeting:
- Next meeting scheduled on: 09/22/25 6pm
- Agreed communication channel: Discord

Prepared By: Julia Lee

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