

Minutes of Meeting (MoM)

Project Title: CPTS 484_Team Project

Date: 09/08/25

Time: 6pm

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

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

Meeting Number / Version: 090825_1

1. Agenda

- Item 1: Project Phase I_ Preliminary Plan

2. Key Discussion Points

- How we want to do this project
- How are we going to separate the part to write the document

3. Decisions Made

- Separation of the part to write the document

4. Action Items / Responsibilities

- Task: Introduction | Assigned To: Shaya Arya & Hiruna(Yevin) Dissanayake | Deadline: 09/13/25 | Priority: High
- Task: Project Organization | Assigned To: Christian Flores Cru | Deadline: 09/13/25 | Priority: High
- Task: Managerial Process | Assigned To: Russell Habib & Julia Lee | Deadline: 09/13/25 | Priority: High
- Task: Technical Process Plans | Assigned To: Justin Keanini | Deadline: 09/13/25 | Priority: High
- Task: Review the document before submitting | Assigned To: Everyone | Deadline: 09/14/25 | Priority: High
- Task: Submit the document | Assigned To: Justin Keanini | Deadline: 09/14/25 | Priority: High

5. Linkage to Deliverables (optional)

- Relevant Requirement Document Section(s): Project Phase I_ Preliminary Plan
- Impact on Sprint / Milestone:
- Presentation / Report Updates Needed:

6. Next Steps & Follow-Up

- Deliverables before next meeting: Check the feedback in Canvas if there is
- Next meeting scheduled on: 09/15/25 6pm

- Agreed communication channel: Discord

Prepared By: Julia Lee

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