

Minutes of Meeting (MoM)

Project Title: CPTS 484_Team Project

Date: 10/06/25

Time: 5:30m

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

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

Meeting Number / Version: 100625_1

1. Agenda

- Item 1: Phase I Presentation
- Item 2: Deliverable for Project Phase I: Final Submission

2. Key Discussion Points

- Feedback on the presentation
- Divide the task for deliverable for Final Submission

3. Decisions Made

- Divide the task for Final Submission

4. Action Items / Responsibilities

- Task: WRS document | Assigned To: Christian Flores Cruz & Justin Keanini | Deadline: 10/11/25 | Priority: High
- Task: Revise Phase I Plan | Assigned To: Hiruna(Yevin) Dissanayake & Shaya Arya | Deadline: 10/11/25 | Priority: High
- Task: Prepare Meeting notes | Assigned To: Julia Lee | Deadline: 10/11/25 | Priority: High
- Task: Powerpoint Slide | Assigned To: Julia Lee | Deadline: 10/11/25 | Priority: High
- Task: Sketch/Description/Manual | Assigned To: Christian Flores Cruz & Russell Habib | Deadline: 10/11/25 | Priority: High
- Task: Submit Final Submission | Assigned To: Justin Keanini | Deadline: 10/12/25 | Priority: High

5. Linkage to Deliverables (optional)

6. Next Steps & Follow-Up

- Deliverables before next meeting: Submit Final Submission
- Next meeting scheduled on: 10/13/25 6pm
- Agreed communication channel: Discord

Prepared By: Julia Lee

Date of Circulation: 10/06/25