

## Minutes of Meeting (MoM)

**Project Title:** CPTS 484\_Team Project

**Date:** 09/22/25

**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:** 092225\_1

### **1. Agenda**

- Item 1: Feedback on Project Phase I\_Preliminary Plan
- Item 2: Check-up meeting (next week?)

### **2. Key Discussion Points**

- Revise on Project Phase I\_Preliminary Plan

### **3. Decisions Made**

- Working prototype won't be needed until end of semester
- Revise on section 2.4; instead of development side, update the roles/responsibilities that you need to deliver for the course
- Section 4.2 is missing few things; try not to make these conflict with each other
- Plan should include a rough timeline

### **4. Action Items / Responsibilities**

### **5. Linkage to Deliverables (optional)**

- Relevant Requirement Document Section(s): Work on revising Project Phase I\_Preliminary Plan

### **6. Next Steps & Follow-Up**

- Deliverables before next meeting:
- Next meeting scheduled on: 09/29/25 6pm
- Agreed communication channel: Discord

**Prepared By:** Julia Lee

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