

# Minutes of Meeting (MoM)

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

**Date:** 11/20/25 - 11/24/25

**Time:** Various

**Location / Platform:** Discord

**Participants:** Julia Lee, Shaya Arya, Andrew Neal

**Meeting Number / Version:** 112425\_1

## 1. Agenda

- **Item 1:** Team Onboarding & Platform Setup (Andrew Neal)
- **Item 2:** Prototype Sharing & Documentation Management
- **Item 3:** Task Delegation for Phase 2 Deliverables

## 2. Key Discussion Points (Chronological Log)

- **11/20/25 - 11/21/25 (Setup & Prototype):**
  - Andrew Neal was successfully added to the team Discord and OneDrive.
  - Julia completed the Prototype and shared the GitHub repository and deployment link with the team.
  - Julia organized the team OneDrive and uploaded relevant documents to the GitHub repository.
- **11/22/25 (Task Delegation):**
  - Andrew created the Vision & Scope document template and drafted a portion of Section 1.
  - Julia assigned tasks to team:
    - Andrew - Finalize Phase Plan, Vision & Scope Section 1
    - Shaya - Finalize WRS, Vision & Scope Section 3
    - Julia - Process Specification (RE), Vision & Scope Section 2, Slides for Phase 2 Demo.
- **11/24/25 (Current Status Update):**

- Andrew has successfully completed the Phase Plan and Vision & Scope Section 1.
- Julia has completed the Process Specification (RE) and Vision & Scope Section 2. Currently drafting the Demo Slides.
- Shaya has been requested to complete Vision & Scope Section 3 and the WRS by 11/27.

### 3. Decisions Made

- **Documentation Strategy:** Use OneDrive for collaboration and GitHub for final document storage/version control.
- **Work Division:** Clear separation of sections for Vision & Scope and individual responsibility for major documents (Phase Plan, WRS, RE, Prototype, Slides).
- **Deadlines:**
  - Shaya's Tasks (WRS, V&S Sec 3): 11/27/25.
  - **Phase 2 Demo Presentation: 12/01/25 4:30 PM.**

### 4. Action Items / Responsibilities

Task	Assigned To	Deadline	Priority	Status (11/24)
Prototype & GitHub Repo & Deployment Sharing	Julia	11/20/25	High	Completed
Vision & Scope: Section 1	Andrew	11/24/25	High	Completed
Vision & Scope: Section 2	Julia	11/24/25	High	Completed
Vision & Scope: Section 3	Shaya	11/27/25	High	In Progress
Finalize Phase Plan	Andrew	11/21/25	High	Completed

<b>Task</b>	<b>Assigned To</b>	<b>Deadline</b>	<b>Priority</b>	<b>Status (11/24)</b>
Finalize WRS	Shaya	11/27/25	High	In Progress
Process Specification (RE)	Julia	11/24/25	High	Completed
Phase 2 Demo Slides	Julia	11/27/25	High	In Progress
Upload Docs to GitHub & Organize OneDrive	Julia	Ongoing	Med	In Progress
Record / Upload Meeting Notes	Julia	Ongoing	Med	In Progress

## 5. Next Steps & Follow-Up

- **Deliverables before next check-in:** Shaya to complete assigned sections by 11/27.  
Julia to finalize presentation slides. Andrew to review documents.
- **Next meeting scheduled on:**
- **Agreed communication channel:** Team Discord

**Prepared By:** Julia Lee

**Date of Circulation:** 11/24/25