

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): Wok 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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