

# **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      |

| Task                                      | Assigned To | Deadline | Priority | Status (11/24) |
|---|-------------|----------|----------|----------------|
| 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