Minutes of Meeting (MoM)

Project Title: CPTS 484_Team Project
Date: 08/28/25-09/03-25
Time:
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: 090325_1

1. Agenda

- Item 1: Fill out When2meet link to figure out the time

2. Key Discussion Points

- When/Where to meet

3. Decisions Made

- Meeting Time: Every Monday 6pm

- Communication: Discord

4. Action Items / Responsibilities

- Task: | Assigned To: | Deadline: | Priority:

5. Linkage to Deliverables (optional)

- Relevant Requirement Document Section(s):

- Impact on Sprint / Milestone:

- Presentation / Report Updates Needed:

6. Next Steps & Follow-Up

- Next meeting scheduled on: 09/08/25 6pm

- Agreed communication channel: Discord

Prepared By: Julia Lee
Date of Circulation: 09/03/25