

**Date:** March 12, 2025

**Time:** 6:30 PM - 7:30 PM

**Location:** Discord

**Objective:** The purpose of this meeting was to discuss and plan the Conceptual Model documentation and to plan out as much of it as possible during the meeting as a team.

**Team Members Present:**

- Chanu Lee
- Ethan Doughty
- Derek Norton
- Jacob Wilkus
- Minh Tuan Vu
- Richard Moser

**Tasks Allocated:**

- **Meeting log:**
  - Assigned to: Richard
  - Due: , 10:00 PM
- **Project Vision/Plan:**
  - **Introduction components**
    - Assigned to: Jacob, input from all team members
    - Due: Sunday, 10:00 PM
  - **ER Modeling components**
    - Assigned to: Minh & Jacob, input from all team members
    - Due: Friday, 10:00 PM or otherwise prior to ER Diagram
  - **Functional Requirements**
    - Assigned to: Jacob, Chanu, Ethan, input from all team members
    - Due: Sunday, 10:00 PM
  - **ER Diagram**
    - Assigned to: Richard, input from all team members
    - Due: Sunday, 10:00 PM
  - **Upload documents to GitHub**
    - Assigned to: all team members
    - Due: Sunday, 10:00 PM

**Task Completion Confirmation:**

All tasks for the prior meeting were completed. They are listed below:

- **Meeting log:**
  - ✓ **Log completed**
- **Project Vision/Plan:**
  - ✓ **Introduction section**
  - ✓ **Stakeholders section**

- ✓ **Functional Requirements**
- ✓ **Data Entities**
- ✓ **Non-Functional Requirements**
- ✓ **Hardware Requirements**
- ✓ **Software Requirements**