

Date: February 24, 2025

Time: 6:30 PM - 7:30 PM

Location: Discord

Objective: The purpose of this meeting was to discuss and plan the Database Requirements documentation as well as to complete 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 section**
 - Assigned to: Minh, input from all team members
 - Due: Sunday, 10:00 PM
 - **Stakeholders section**
 - Assigned to: Minh, input from all team members
 - Due: Sunday, 10:00 PM
 - **Functional Requirements**
 - Assigned to: Jacob, Chanu, Ethan, input from all team members
 - Due: Sunday, 10:00 PM
 - **Data Entities**
 - Assigned to: Derek, input from all team members
 - Due: Sunday, 10:00 PM
 - **Non-Functional Requirements**
 - Assigned to: Chanu, input from all team members
 - Due: Sunday, 10:00 PM
 - **Hardware Requirements**
 - Assigned to: Ethan, input from all team members
 - Due: Sunday, 10:00 PM
 - **Software Requirements**
 - Assigned to: Ethan, input from 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:**
 - ✓ Assigned to: Richard
- **Project Vision/Plan:**
 - ✓ **Vision Statement**
 - Assigned to: Jacob (with input from all team members)
 - ✓ **Scope Statement**
 - Assigned to: Derek (with input from all team members)
 - ✓ **Team Profiles**
 - Assigned to: each team member