

**Date:** February 12, 2025

**Time:** 1:00 PM - 2:00 PM

**Location:** Discord

**Objective:** Establishing the overall plan for the project and working on Project Part 1, assigning tasks.

**Team Members Present:** Chanu Lee, Ethan Doughty, Derek Norton, Jacob Wilkus, Minh Tuan Vu, Richard Moser

**Tasks Allocated:**

- **Meeting log:**
  - Assigned to: Richard
  - Due: Wednesday, 10:00 PM
- **Project Vision/Plan:**
  - **Vision Statement**
    - Assigned to: Jacob
    - Due: Wednesday, 10:00 PM
  - **Scope Statement**
    - Assigned to: Derek
    - Due: Wednesday, 10:00 PM
  - **Team Profiles**
    - Assigned to: each team member
    - Due: Wednesday, 10:00 PM

Note: Most tasks were completed and reviewed by all team members during the meeting.

**Task Completion Confirmation:**

*Starting from the second meeting*