Team Meeting Minutes

1. Date, Time, Location
2. Date: 19 Mar. 2025
3. Time: 5:30 pm – 6:00 pm
4. Location: MS Teams
5. Attendees
6. Alix T.
7. Brandon M.
8. Ethan D.
9. Josh G.
10. Points Raised
11. Task Assignments
    1. Ordered by:
       1. Group
    2. Summary:
       1. Alix T.
          1. Section 3.2. Student Features
          2. Section 4.1. External Qualities
          3. Formatting Review
       2. Brandon M.
          1. Section 3.1. Faculty Features
          2. Section 4.2. Internal Qualities
          3. Report Submission
       3. Ethan D.
          1. Section 1 Introduction
          2. Section 3.3. University Features
          3. Section 4.4. Other Relevant NFRs
       4. Josh G.
          1. Section 2.1. User Classes
          2. Section 2.2. Operating Environment
          3. Section 4.3. Prioritization Table
12. Next Meeting

* Date: TBD
* Time: TBD
* Location: MS Teams