**Team Meeting**

I. Check in from last meeting/ Attendance

02/28

Jaren, Jared, Brandon and Colton attended

* Everyone had a chance to look over Milestone 4 requirements
* Reviewed Milestone 3 grading and feedback

II. Project Updates

* Milestone 4 Tag and related TODOs added to Jira Board
* Talked about implementing redesigns from Milestone 3 feedback
* Assigned Responsibilities

III. Individual Task Updates

* Split up the roughly 13 responsibilities amongst the team
* Everyone has a coding portion that they are responsible for
* 2 team members assigned to code revisions, 2 team members assigned to new features

IV. Planning Ahead

* Outlined plan for completing Milestone 4, considering Spring Break
* Goal to have minimal viable product by next team meeting on Wednesday
* Project is due on the Friday after Spring Break

V. Problem-solving

* Created new GitHub link to separate builds from first and second half of semester

VI. Communication

* Communication via text group chat and notifications from Jira and GitHub

VII. Wrap up and Notes for next time

* Reach out to Professor about Milestone 2 regrade
* Complete working version of project by next time, smooth out code later
* Next Meeting is 03-06-2024 at 7pm

**Team Meeting**

I. Check in from last meeting/ Attendance

03/06

Jaren, Jared, Brandon and Colton attended

* Everyone is mostly done with assigned tasks,
* Will finish remaining minimal viable product code before Spring Break

II. Project Updates

* Went through code together as a team
* Code revisions from Milestone 3 completed
* Save/Edit features mostly completed

III. Individual Task Updates

* Colton will finish GUI color changes before Spring Break
* Brandon is going to finish Save/Edit features before Spring Break
* All team members will run tests, look for bugs

IV. Planning Ahead

* Not meeting during Spring Break, instead communicate via text
* After Spring Break, Meeting on Monday so we have extra time to check-in before turning in Milestone 4

V. Problem-solving

* All team members stayed on team call to work together on combining current code

VI. Communication

* Communication via text group chat and notifications from Jira and GitHub

VII. Wrap up and Notes for next time

* Complete GUI color change and Save / Edit features
* Fix bugs
* Next Meeting is 03-18-2024 at 7pm

**Team Meeting**

I. Check in from last meeting/ Attendance

03/18

Jaren, Jared, Brandon and Colton attended

* Updated/combined code is mostly working now
* Will finish remaining document updates, tests

II. Project Updates

* Combined code now running smoothly
* GUI color change now working
* Edit features completed

III. Individual Task Updates

* Brandon will fix Save feature bug
* Colton and Jared will update documents
* Brandon will add 100-line editor check
* Jaren will continue testing code

IV. Planning Ahead

* Finish code by Thursday
* Project is due on Friday

V. Problem-solving

* Team members discussed bugs, code testing

VI. Communication

* Communication via text group chat and notifications from Jira and GitHub

VII. Wrap up and Notes for next time

* Complete all assignments and documentation to be reviewed before submission
* Next Meeting is 03-27-2024 at 7pm