Week of 2/9

- Review of last week's tasks
    - Team leader presents current status
    - Team members present completed tasks
    - Pending tasks w/ catch up steps are discussed
- New tasks for the next week
    - Plan new tasks and update them on the management board
- Technical issues/challenges

Gabby
- worked on the project proposal - overview and specifications
- created Meeting_Minutes directory in the GitHub
- next week - start drafting UI

Viet
- met with team on 2/11 to discuss the project proposal and our plans moving forward
- worked on the project proposal - requirements and specifications
- researched database requirements
- next week - environment setup, begin setting up databases

Harper
- worked on the project proposal
- researched/tested Azure Document Intelligence API for receipts
- next week - environment setup, API setup, start authentication

Kacie
- Worked on the project proposal
- Managed granting access for GitHub and Github Projects
- Started formatting the Github Projects