

February 11, 2025

1:00 pm - 2:00 pm

Attendees: Gabrielle Kuruvilla, Kacie, Harper, Viet

Current Team leader: Gabrielle Kuruvilla

Updates:

- Need to work on Project Proposal Document
- [w](#) Project_Proposal_Template.docx

Meeting:

- Making project timeline together
- Delegating tasks
 - gabby - specifications
 - harper - objectives
 - kacie - overview and scope
 - viet - reviewing and editing
- Set up Figma - through school emails so we have education plan access

To Do:

- Complete project proposal
- Progress Report
- Note from Thenn - In the weekly meetings, the team leader should ensure all are present at the start of the meeting. If any member gets delayed or is absent, the team leader should mention it at the start of the meeting. Start the presentation. Better to have the team leader share their screen.
- 3. Add me to your GitHub repository. My GitHub username is thenn-ui. If my username doesn't work, then my email is malli.annamalai43@gmail.com
- 5. Create a directory in your repository called "Meeting_Minutes". The team leader will update the week's meeting minutes here.