MEETING AGENDA

Project Name	SK Trails
Meeting Name	Overview of Project Status
Meeting Facilitator	Dmytro Stepaniuk
Meeting Details	[This section contains the meeting date, start and end time, and location (room number or virtual meeting details).] ● Date: September 12, 2024 (12:46-1:02pm) CL 408 ● Date: September 24, 2024 (12:46-1:15pm) CL 408 ● Date: October 31, 2024 (12:46-12:57pm) CL 408 ● Date: November 7, 2024 (12:46-1:05pm) CL 408 ● Date: November 21, 2024 (12:46-1:24pm) CL 408 ● Date: November 25, 2024 (7:30-10:15 pm) on discord call in our own houses
Meeting Invitees	● Kamran Aqeel ● Grant Zhao

Agenda:

Topic	Presented by	Time Allotted
[Description of the agenda item, including whether the item is for information, discussion, or decision]	[Name of the person who will lead the discussion]	[Amount of time allotted to this item]
● Problem Definition/Business Case[For discussion]	Dmytro Stepaniuk	16 minutes
● Project Charter discussion	Dmytro Stepaniuk	29 minutes
● Design Interface Discussion	Dmytro Stepaniuk Kamran Aqeel	11 minutes
● Decision over which design to select for further implementation	Dmytro Stepaniuk Kamran Aqeel Grant Zhao	19 minutes
● Discussion over web implementation and what more to include in our site	Dmytro Stepaniuk	38 minutes
● Website/server update and ensuring	Dmytro Stepaniuk	2 hours, 45 minutes

| | proper functionality. | Kamran Aqeel |
| ● | Creation of presentation slides | Grant Zhao |