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]
● To define the problem and come up with a suitable business case. The sole purpose of this discussion was to talk about the contents of the business case.	Dmytro Stepaniuk	16 minutes
● Examining the tasks that need to be completed for the project charter and simply discussing the implementation of the SK Trails webpage.	Dmytro Stepaniuk	29 minutes
● Getting a quick overview of how far along we are in the project. ● Deciding how to sketch and design the interface of our webpage and what to include in it	Dmytro Stepaniuk Kamran Aqeel	11 minutes

● Presenting each other our sketches and designs, and selecting the best one, and determining what else should be included in that design. ● Furthermore, we discussed the platforms and tools we would use to develop the final design and additional charts (such as the gantt chart).	Dmytro Stepaniuk Kamran Aqeel Grant Zhao	19 minutes
● The purpose of this discussion was to go over the development of our web application and what features to add in the demo.	Dmytro Stepaniuk	38 minutes
● During this meeting, which took place over a Discord session, we reviewed the web application to make sure all the pages worked and that navigating between them was simple for the user. Our web application's development and what should be included in the demo were the topics of this conversation. ● Additionally, we were also creating presentation slides, and after we were done, we practiced presenting our presentation.	Dmytro Stepaniuk Kamran Aqeel Grant Zhao	2 hours, 45 minutes