Meeting Minutes Apr 26 2024

Attendees:
Kacie P, Lysa H, Max Y, Muiz O, Elya D
(Yifan Z out of the country, Robert P absent)

Goals:
- How do we think the presentation went?
- Can everyone list their contributions on the final report document?
- Do we have everything we need to get done for the final report and submission?
- Do we have everything we need done for the informational YouTube video (bonus marks)?
- Sprint 4 Review meeting (separate meeting notes)
- Sprint 4 Retrospective meeting (separate meeting notes)

Notes:
WHEN WILL SPRINT 4 BE COMPLETED: **TODAY**
- Updated user requirements and YouTube video to be completed after this.
WHEN DOES THE REPORT/TUTORIAL NEED TO BE DONE: **April 28th**

Discussion:
Completed our sprint 4 review meeting and our sprint 4 retrospective meeting (separate meeting notes in Google Drive/GitHub).
Had a brief discussion about our final presentation. We feel it went very well, and we were confident in the presentation portion, and felt we were very honest and communicated our answers effectively in the Q+A portion.
Things left to do to finish out the project:
- User requirements document
  - Everything is done for this form Kacie's POV, and is now posted in the Discord for people to read over and edit.
- User manual
  - Kacie will be finishing this up.
- YouTube video
  - Kacie and Lysa will be finishing that up together, then it will get linked in the GitHub README section near the user requirements.
- Final report
  - Kacie and Lysa will be finishing tomorrow, and will also get posted in the Discord for people to read over before it gets submitted Sunday.
Everyone is aware that they need to add their contributions to the bottom of the final report document.

Next Time(s):
No next time!