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| Date of Meeting | 19-Jan-2023 | Time Of Meeting | 4.00 PM - 4.50 PM |
| Facilitators | Jalen & Lakshmi | Location | Teams |

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| Attendees |
| @Allan Jost  @Louis Dallaire  @Mic Hindlet  @Carter,Jalen  [@Jayaram,Lakshmi](mailto:W0463974@nscc.ca) |

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| Discussion Topics:   1. Alan introduced JotForm as an example of using a barcode to prefill a form. 2. We zeroed in on the twofold goal of the project:    * Digitalize member visit data making it easier to gather data on each member that visited. This is needed by registrar at the end of the year to make sure the hill gets paid.    * Make sign in easier for members through digital means (Ex. scanning a barcode). 3. CMS finalized: WordPress 4. Database finalized: MySQL 5. Next meeting will be scheduled after the project charter is complete. |

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| Action Items:     1. Lakshmi and Jalen will begin developing the project charter. 2. Before finalization, the charter will be shared with the attendees of this meeting. 3. When planning is complete, execution will commence. |