**Meeting Report**

**Date:** March 4, 2025   
**Attendees:**

* Luis Rivera-Burgos (Scrum Master)
* Ethan Burton

**Agenda:**

1. **Team Status Update**
   * Millie has left the team, leaving three members: Luis, Ethan, and Ashton.
   * Luis will act as the Scrum Master for the milestone.
2. **Task Overview for Milestone 4**
   * Revision of previous milestone based on feedback (pending feedback from the professor).
   * Implementing new design modifications, including:
     + Theming and branding the UI (Ethan).
     + Enhancing file input handling (Luis).
     + Improving file management (Ashton).
   * Updating design documents (Luis).
   * Submitting meeting reports and assisting with testing (Ashton).
3. **Task Assignment Confirmation**
   * **Ethan:** Responsible for the theme implementation (configurable UI colors).
   * **Luis:** Handling file input revisions and updating design documents.
   * **Ashton:** Managing file saving/loading improvements and documentation.
   * Ethan confirmed that he can complete his assigned task over the break.
4. **Project Planning & Next Steps**
   * Ethan will be unavailable next Monday but will work on tasks over the break.
   * Team members will coordinate via Teams for task updates.
   * A follow-up meeting is scheduled for **Monday, 5:00 PM**, with flexibility to adjust if needed.
   * Tasks will be documented and assigned in Teams instead of GitHub for simplicity.

**Action Items**

* **Luis:** Finalize task assignments and post them in Teams.
* **Ethan:** Work on theming implementation over the break.
* **Ashton:** Focus on file management improvements.
* **All Members:** Review milestone requirements and prepare for the next meeting.

**Next Meeting:** March 17, 2025, at 5:00 PM.