02/08/2026 Meeting Recap

Participants: Lea, Zack, Alex, Shashwat, Jr, Alec (works during meeting time, so does his behalf remotely)
Meeting Place: Zoom

In today's meeting we did the following:

- Established a group chat as our primary means of communication. Please use this to keep everyone updated on your progress and ensure we stay on the same page.

Note: If you have any questions, let me know, as the PM I will make sure to carry it forward to Professor Saiedian.

- Created a Google Drive Folder, where we can keep potential documents
- Created a GitHub repo for project

- Roles:
- Project Manager: Lea
- Requirements & Documentation Lead: Alex
- System Architect: Shashwat
- Lead Developer Front-End: Jr
- Lead Developer Back-End: Zack
- Quality Assurance: Alec

- Started working on the Project Plan: Section 3.3 and 4.1

- To Do:
- Go over the project guidelines
- Understand your role
- Contribute to the Project Plan

- Next Meeting: 02/15/2026 @ 4pm, I will send the meeting links through our group chat sometime on Saturday.

Note: Alec can you please share your phone number and personal email address. I will add you to the group chat, share the Google Drive folder, GitHub Repo, and Project Plan.

Zoom Recording