

## **Minutes of Meeting (MoM)**

**Project Title:** 11-FA25-SP26-F-WEB

**Team Number:** 11

**Client / Sponsor:** Mae Siev – FIZ/VCSS

**Mentor(s):** Parteek Kumar

**Date:** February 11, 2026

**Time:** 3:30 PM – 4:00 PM

**Location / Platform (Zoom/Office/etc.):** Zoom

**Participants (Team & Client):** Matthew Hill, Kaitlyn Cornish, Alex Langland, Alena Hume, Lisa Cormack, Gary Offerdahl

**Meeting Number / Version:** 7

### **1. Agenda**

- Item 1: Discuss deployment of system at current state (for testing purposes, as well as allowing stakeholders to interact with it)
- Item 2: Kaitlyn has new features to share!
- Item 3: Specific UI improvement suggestions?

### **2. Key Discussion Points**

- Kaitlyn gave demo of current state of system – including previous features and newly added features (low stock alerts, report generation, UI improvements to previous pages + new pages)
- How will automated email reports work? Trying to send directly to WSU email not allowed – however, could try to set up a Gmail account where the reports are sent, then those emails can be automatically forwarded to WSU accounts
  - Alena, Lisa, and Gary all agree that it'd work best for them just to go to the reports page and generate a report whenever it's needed
    - Will consult Mae about his opinion at a later date
- Mae, who would be the primary stakeholder to speak to about system deployment, was unable to make it
  - Team members will visit the FIZ when available so that they can discuss the plans with him – hopefully, system deployed before February 20
    - Also, want to see if there's an extra card reader + barcode scanner – this way, our team can test during development and stakeholders can also test previously-implemented features using the hardware
- Happy to address accessibility standards for web applications in terms of the user interface – otherwise, no major interface updates suggested!

### **3. Decisions Made**

- Team will speak to Mae in person regarding system deployment

- Depending on Mae's opinion, automated generation may not be required – just the ability to go to the reports page and generate a report when needed (perhaps allow filters to narrow down time periods/items/etc.?)

#### **4. Action Items / Responsibilities**

- Task: Visit Mae to talk about deployment | Assigned To: Team | Deadline: February 13| Priority: High

#### **5. Client Feedback / Clarifications**

- Might not need automated inventory report generation
- UI looks great! – emphasize accessibility for the web application, following W3C WCAG 2.2 Guidelines

#### **6. Linkage to Deliverables (optional)**

- Relevant Requirement Document Section(s): N/A
- Impact on Sprint / Milestone: N/A
- Presentation / Report Updates Needed: N/A

#### **7. Next Steps & Follow-Up**

- Deliverables before next meeting: Sprint 4
- Next meeting scheduled on: 2/25/26 (Tentative)
- Agreed communication channel: Teams chat

**Prepared By:** Matthew Hill

**Date of Circulation:** 2/11/26