

Minutes of Meeting (MoM)

Project Title: Voiland Food Pantry & Wellness Center Data Tracker

Team Number: 11

Client / Sponsor: Maynard Siev

Mentor(s): Parteek Kumar

Date: 9/10/25

Time: 3:00 PM to 4:00 PM

Location / Platform (Zoom/Office/etc.): Dana 15 in person

Participants (Team & Client): Maynard Siev, Gary Offerdahl, Lisa Carmack, Cristobal Escobar, Matthew Hill, Jodie Butterworth, Alex Langland

Meeting Number / Version: Meeting 2

1. Agenda

- Item 1: Specification Clarification
- Item 2: Database Team Information
- Item 3: Hardware Updates

2. Key Discussion Points

- Following up on established specifications
 - Including hardware – system and card reader/barcode scanner
- Database team added a member, Alan Sun
 - Provided Entity-Relationship diagram in Teams
 - Database team has not worked on anything regarding this project before – they are new to this project just like us

3. Decisions Made

- Going through with a website domain and WordPress
- Peripherals purchased within past 2 years, recent drivers within last 8 months
 - Mae tested both before taking to IT
 - We can take the devices home with us if needed (once picked up on Monday)

4. Action Items / Responsibilities

- No particular tasks, but need to work on project specification report due on Friday
 - Need to add Cristobal and Alan to this

5. Client Feedback / Clarifications

- Application will not be different for volunteers – want the page to be default for clientele, then the volunteers will click an option to sign in on the application
- Hardware has been found, currently being approved by IT – should be good by Monday

6. Linkage to Deliverables (optional)

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

7. Next Steps & Follow-Up

- Deliverables before next meeting: Project Specification assignment for 421
- Next meeting scheduled on: Unknown – will reach out on Teams
- Agreed communication channel: Teams channels and chat, meetings confirmed by Outlook calendar invites
 - Mae says he's available for short meetings during his office hours in Dana 15
 - For longer meetings, check his calendar and schedule a meeting

Prepared By: Matthew Hill

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