

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

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