

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: January 28, 2026

Time: 3:10 PM – 3:20 PM

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

Participants (Team & Client): Matthew Hill, Kaitlyn Cornish, Lisa Carmack, Gary Offerdahl, Mae Siev, Alex Langland

Meeting Number / Version: 6

1. Agenda

- Item 1: Welcome back – check if requirements/budget/operations have changed, ensure everyone is on the same page about how the rest of the semester will look
- Item 2: Review plan for remaining work – aiming for around 80% feature completion by end of this sprint (Sprint 4, ending Feb. 15)
- Item 3: Discuss schedule for future meetings – time, location/platform, etc. preferences?

2. Key Discussion Points

- No changes have been made to requirements/operations with the food pantry over the break – however, Cristobal's team no longer working with us, so we are in charge of database now
- Let clients know our plan for the upcoming sprint – magstripe reader integration, stock-out reports, and UI improvements
- Mae would like to have an in-person meeting when we can to introduce us to another student being brought onboard

3. Decisions Made

- Kaitlyn and Alex will continue to work together on the back-end, including taking over the database team's previous work
- Meetings will occur biweekly at about 3:20 PM over Zoom – any adjustments can be made if conflicts occur in the future

4. Action Items / Responsibilities

- Task: UI Improvements | Assigned To: Matthew and Jodie | Deadline: 2/15/26 | Priority: High
- Task: Stock-out Reports | Assigned To: Kaitlyn Jodie | Deadline: 2/15/26 | Priority: High
- Task: Magstripe Reader Login Page | Assigned To: Alex | Deadline: 2/15/26 | Priority: High

5. Client Feedback / Clarifications

- Our team should visit the food pantry for a refresher, as well as the success center to meet those involved

6. Linkage to Deliverables (optional)

- Relevant Requirement Document Section(s): N/A
- Impact on Sprint / Milestone: N/A
- Presentation / Report Updates Needed: Update Kanban Board, note database duties transferral

7. Next Steps & Follow-Up

- Deliverables before next meeting: Updated Kanban Board
- Next meeting scheduled on: 2/11/26 over Zoom (tentative)
- Agreed communication channel: Teams chat

Prepared By: Matthew Hill

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