<h1 style="text-align:center">Minutes of Meeting (MoM)</h1>

Project Title: Voiland Food Pantry & Wellness Center Data Tracker
Team Number: 11
Client / Sponsor: Maynard Siev
Mentor(s): Parteek Kumar
Date: 9/3/2025
Time: 3:00 PM – 4:00 PM
Location / Platform (Zoom/Office/etc.): Dana 15 in person
Participants (Team & Client): Maynard Siev, Lisa Carmack, Gary Offerdahl, Alena Hume, Cristobal Escobar, Matthew Hill, Jodie Butterworth, Alex Langland, Kaitlyn Cornish

Meeting Number / Version: Meeting 1

1. Agenda

- Item 1: Project Background and Overview

- Item 2: Expectations and Expected Users

- Item 3: Next Steps and Deliverable

2. Key Discussion Points

- Need to be easy to use to encourage students to use the system.

- Needs to be adaptable so different departments can use the same functionalities.

- Need to wait/work with another group. They will be working on the database.

3. Decisions Made

- Will meet has a team and go over features discussed and get back on what we can do.

- Wants students to use Cougar Card to sign-in with digital form as a back-up.

- We clarified/solidified our roles.

4. Action Items / Responsibilities

- Task: Frontend Work | Assigned To: Jodie Butterworth | Deadline: End of Project | Priority: High

- Task: Frontend Work | Assigned To: Matthew Hill | Deadline: End of Project | Priority: High

- Task: Backend Work | Assigned To: Kaitlyn Cornish | Deadline: End of Project | Priority: High

- Task: Backend Work | Assigned To: Alex Langland | Deadline: End of Project | Priority: High

5. Client Feedback / Clarifications

- Need easy way to enter information.

  _____

- _____

  Working with another group. They are working on the database; we are working on the website.

- Budget is very low.

6. Linkage to Deliverables (optional)

- Relevant Requirement Document Section(s): _____

- Impact on Sprint / Milestone: _____

- Presentation / Report Updates Needed: _____

7. Next Steps & Follow-Up

- Deliverables before next meeting: List of functionalities and features we can do.

- Next meeting scheduled on: Biweekly, TBD

- Agreed communication channel: Teams Channel

Prepared By: Kaitlyn Cornish
Date of Circulation: 9/3/2025

Extra Notes:

- Wanting students to make sure to check in with major, today's date and number of items taking, and reason why
- Want it to be simple and easy to use to encourage use
- Database took longer than expected,
- Easily adaptable
- Take a picture and do it for you, OCR sheet
- Need to college Deans office questions
- Progress reports in teams
- Meet every other week
- Manage food pantry inventory
- Manage volunteer hour
- Collect usage information
- Integrate outside database into the website
- Hour tracking for Wellness clinic and pantry volunteers
- Print report that supervisor can sign to confirm hours/volunteer hours
- Enter manually on web if card reader doesn't work
- OCR is a low priority
- Another way to sign-in if customer doesn't have card to swipe