

Minutes of Meeting (MoM)

Project Title: Voiland Food Pantry

Team Number: 11-FA25-SP26-F-WEB

Client / Sponsor: Maynard Siev

Mentor(s): Parteek Kumar

Date: 10/8/25 - Wednesday

Time: 3:40 PM

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

Participants (Team & Client): Matthew Hill, Alex Langland, Cristobal Escobar,

Meeting Number / Version: 3

1. Agenda

- Item 1: Discuss mentor suggestions
- Item 2: Front-end framework change from WordPress
- Item 3: Re-establishing meeting preferences

2. Key Discussion Points

- Wanted to discuss alternatives for front-end framework, but it has been re-decided that we will use WordPress
- Would prefer to focus on the barcode scanner + food inventory portion for Sprint 2 and an MVP
 - Mae explained that this portion of the project will be harder, so he wants us to work on it earlier so we can get a better handle on it
- Alena will be unavailable after October 22, so we should let her know if we need anything from her before then
- Alena gave us the contact details of Akira Park, who works with Joyce Crosthwaite on web development
 - Email is akira.park@wsu.edu – Mae will add her to the Teams channel
- Mae suggested visiting the wellness center and Voiland food pantry some time next week for on-site research
- As project goes into the next semester, it's possible that ASWSU will get involved and make this a larger project
- Mae will give us an access link for WordPress soon

3. Decisions Made

- Moving forth with WordPress for the website
- Sprint 2/2-week deadline MVP will focus on the barcode scanner and the food inventory

4. Action Items / Responsibilities

- Task: Create MVP | Assigned To: Jodie Butterworth, Kaitlyn Cornish, Matthew Hill, Alex Langland | Deadline: ~2 weeks from now – around week of October 20 | Priority: Level 0

- Task: Visit wellness center and food pantry | Assigned To: Matthew Hill | Deadline: Week of October 13 | Priority: Level 1

5. Client Feedback / Clarifications

- Want the sign-in page to basically be Google Forms – make it look nice, ask for proper sign-in information
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6. Linkage to Deliverables (optional)

- Relevant Requirement Document Section(s): II.1.2
- Impact on Sprint / Milestone: MVP will work with goals for Sprint 2
- Presentation / Report Updates Needed: Plan to show MVP at meeting in 2 weeks

7. Next Steps & Follow-Up

- Deliverables before next meeting: Food inventory/barcode scanner MVP
- Next meeting scheduled on: Week of October 20 – will specify further as the time comes. Will be over Zoom
- Agreed communication channel: Teams chat

Prepared By: Matthew Hill

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