

Meeting Log

Date: February 18, 2025

Time: 5:30 PM - 6:30 PM

Location: Microsoft Teams

Objective: Finalize project vision document and start allocation of requirements engineering tasks.

Team Members Present: Holden, Michael, Blake, Logan, Nifemi

Task Completion Confirmation:

- **Holden:** Completed preliminary research for implementation specifics.
- **Michael:** Completed final turn in for part one of the project.
- **Logan:** Completed introduction and start of glossary
- **Nifemi:** Completed describing stakeholders for the database
- **Blake:** Completed brainstorming and preparing for future meeting (this meeting)
- **Logan:** Completed brainstorming for requirements for data base

Requirements Engineering Session:

One of the primary goals of this meeting was to facilitate active collaboration on the requirements engineering portion of this project. We each spent time creating, reviewing, and finalizing many of the requirements.

Tasks Allocated:

- Michael was assigned the duty of checking constraints and data types for media entities
- Nifemi was the duty of checking constraints and data types for client entities
- Logan will be working continuously to update and maintain the integrity of the glossary
- Holden and Blake will continue conducting research on the specifics of the database implementation.

Follow-Up Actions:

- Schedule the next meeting for February 27, 2025, at 5:30 PM to review and finalize the database requirements and discuss next steps.