

Meeting Log

Date: February 13, 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:

- **ALL:** We each read over the vision statement and project scope to make sure that we're in agreement. We also all made the necessary revisions and alterations to ensure that our plan for the project is in line with our expectations.

Database requirements brainstorming session:

- Discussed the objectives we want to narrow down and refine our vision of the database structure.
- Brainstormed how we can introduce the database requirements on a general high level.
- Discussed each of the specific requirements we're going to engineer for the database at a general level.
- Discussed the specific hardware and software requirements for the implementation of our database.

Tasks Allocated:

- Michael was allocated the task of turning in the final documents for part one of the project.
- Logan was allocated the task of working on the introduction for our database requirements document.
- Nifemi was allocated the task of identifying and describing the stakeholders that will be involved in the development and implementation of the database.
- Holden was allocated the task of researching the hardware and software requirements for the specific implementation of the database.
- Blake and Logan will begin brainstorming and preparing for our future meeting wherein we will full flesh out and develop the final requirements for our database.

Follow-Up Actions:

- Schedule the next meeting for February 18, 2025, at 5:30 PM to review and finalize the database requirements and discuss next steps.