Meeting Log

Date: February 27, 2025
Time: 5:30 PM - 6:30 PM
Location: Microsoft Teams
Objective:
Team Members Present: Holden, Michael, Blake, Logan, Nifemi

Task Completion Confirmation:

- **Holden:** Researched the requirements for using RDS and PostgreSQL.
- **Michael:** Completed data types and constraints of media items and document cleanup.
- **Logan:** Completed updating the glossary
- **Nifemi:** Completed data type and constraints of client entity.
- **Blake**: Researched requirements for using AWS and the RDS service.

Requirements Engineering Completion Session:

The primary goal of this meeting is to confirm the competition of the requirements engineering phase and ensure that the entire time is on the same page regarding the completed work. This is true from both a requirements perspective and a documentation perspective and ensures that there is no misalignment of expectations going forward.

Tasks Allocated:

- Everyone will sign up for AWS accounts and familiarize ourselves with the upcoming requirements for the next phase before the next meeting.

Follow-Up Actions:

- Schedule the next meeting for March 6th, 2025, at 5:30 PM to develop our conceptual modeling plan and start the bulk of the work for the conceptual modeling phase.