February 28, 2025 1:57 PM

Meeting Log – 2

Objective: Distribute tasks and brainstorm requirements for **Project Part 2: Database Requirements**

Members Present

- Aiden (meeting-logger)
- Jack (debugger/tester)
- Sam (admin)
- Daniel (head of design)
- Jorge (tech coordinator)
- Liam (lead developer)

Brainstorming Session

- Brainstormed functional, hardware, & software requirements
- Identified stakeholders
- Scheduled future meeting
- Divided tasks
- Skipping non-functional requirements for now

Tasks allocated

- Aiden: Create second meeting log
- Sam: Complete functional requirements
- Jorge: Work on overview & scope
- Daniel: Work on overview & scope
- Liam: Create hardware & software requirements
- Jack: Complete stakeholders section

Everyone can add to glossary and fill in where needed

Follow-up Actions

Next meeting *tentatively* scheduled for March 12 at 3:00pm to discuss Project Part 3: Conceptual Modeling.