February 14, 2025 3:15 PM

Meeting Log – 1

Objective: Create vision/scope statement, designate roles, schedule future meetings

Members Present

- Aiden (meeting-logger)
- Sam (admin)
- Jorge (tech coordinator)

- Jack (debugger/tester)
- Daniel (head of design)
- Liam (lead developer)

Brainstorming Session

- Discussed role distribution for tasks
- Brainstormed attractive team names
- Discussed availability
- Assigned tasks

Tasks allocated

- Aiden: Took notes over meeting and create first meeting log
- Sam: Filled out team profile document
- Jorge: Completed scope statement
- Daniel: Completed scope statement
- Liam: Completed vision statement
- Jack: Completed vision statement

Tasks completed during meeting time.

Follow-up Actions

Next meeting *tentatively* scheduled for February 21 at 3:00pm to discuss Project Part 2: Database Requirements.