**MINUTES OF THE FINAL PROJECT CHECK-IN**

**Project Update Minutes**

**Date:** 04/27/2024

**Time:** 0900 pm EST

**Location:** [Discord]

**Attendees:**

**● Jonas Treadwell**

**● Firisiya Chiomadzi (Scribe)**

**Apology: Ethan Becker**

**Agenda:**

**1. Team Leader Opening Remarks**

**2. Reading of the Minutes.**

**3. Matters Arising from the Minutes**

**4.** **Project Status.**

**5. Client Requirements on Canvas**

**●** Discussion Board

**●** Project Check In

**Minutes:**

**1. Opening Remarks:**

The Team Leader Jonas opened the meeting by greeting and thanking everyone for working together on the project as a team and managing to attend the scheduled meeting of the day.

**2. Reading of the Minutes:**

Firisiya read the minutes, which were approved and adopted as a correct record of the previous meeting’s proceedings.

**3.** **Matters Arising from the Minutes:**

**●** All team members signed up to the group, and pages were updated on GitHub and Trello as agreed to the present status, Firisiya wrote and continues to write the minutes. Members continue to communicate on Discord as agreed.

**● Jonas as the selected Team Leader managed to send the project proposal, UML diagram, and Communication Plan to the Client (Professor David A. Theimer) and comments to two members from the other groups, Firisiya sent comments to two members from the other group, and later updated by sending the whole project as required by the Client.**

**●** The Client has not yet been added to GitHub and Trello Board, Jonas will discuss with him so that he is added to these by the end of the end.

**4.** **Project Status:**

**● Jonas is still working on the project to make sure that we meet the deadline required by the client.**

**●** The team emphasized working hard to make sure that all is set and done accordingly.

**●** Meetings were to be conducted regularly on Discord (at least once a week).

**5. Client’s Requirements on Canvas**

**Discussion Board:**

Jonas as the Project Leader will give the updates that we agreed upon in the meeting and come back for approval so that every member can send them as well.

**Project Check-In:**

**●** Jonas advised that he is working on the coding of the project so that he will be able to share them on Trello Board and GitHub for everyone to see and make changes to the project.

**●** Firisiya will write the minutes and add them on Trello and GitHub for everyone to see. She and Ethan are also going to contribute to the assignments at hand which are required on Canvas and share them on Discord before the team proceeds to the work individually on Canvas.

**8. Next Meeting:**

The next meeting is scheduled for Wednesday 05/01/2024 in Discord.

**9. Adjournment:**

The meeting was adjourned at 10:43 pm EST.

**Next Steps:**

**●** Jonas will be working on the classes to continue with the coding and creation of the pages required for the project.

**● The team will discuss the status of the project and work towards working on the next assignments to meet the client’s desires by** May 13, 2024.

**Prepared by:** Firisiya Chiomadzi

**Approved by:** Jonas Treadwell