**Meeting Summary 2/24**

1. **Discussion Agenda**
2. Overview of Stakeholder Lists and Q&A v1.1
3. Understand the current Business Process
4. Understand the current Back-end Architecture System
5. **Notes on MAVDEV Upcoming Deliverables**
6. **Stakeholders**

* We will later schedule and conduct a 1-on-1 interview with each stakeholder

1. **Business Process**

* We will come up with the first rough draft Business Process Diagram for TXACC revision
* Expected Delivery Date: Monday 2/28

1. **Architecture System**

* We will come up with the first rough draft Architecture Diagram for TXACC revision
* Expected Delivery Date: Monday 2/28

1. **Project Tracking**

* Trello Board will be the tool we use to keep track of our project progress:

<https://trello.com/b/r8DXAHG0/txacc-project-tracking>

1. **Next Meeting**
2. **Meeting with Joe (Waiting Confirmation)**

* Time: Friday, 2/25 @2-3PM
* Location: TBA

1. **Next Team Meeting**

* Time: Tuesday, 3/1 @9:30AM
* Location: Zoom
* Meeting Agenda and Zoom Invitation will be sent out on Saturday (2/26)