

# Meeting Minutes

Team Name: Sheep Wormers

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Date: 1/29/2024

Time: 12 pm EST

Duration: 60 minutes

Location: Library Room 235

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## Attendees

- Ryan Cole
- Brendan Fuhrman
- AK Syracuse
- Sidney Gillig
- Ben Fosdick
- Leiya Rybicki
- Jacob Smith

## Action Items

- list of tasks and team member assigned to do the work

- Review Website Status
- Work on Interaction Design Documents

## Discussions

- list of topics and decisions made with rationale for the decision.

- Assign which team member will complete what & when:
  - Finish initial team website
    - Member(s): Leiya, Jacob, Brendan
    - When: Before Class Tuesday
  - System overview document (including all devices involved)
    - Member(s): Ben
    - When: Before Class Tuesday
  - Stakeholder document (including users)
    - Member(s): AK Syracuse, Sidney Gillig
    - When: before class Tuesday
  - Nominal use scenario document (2 normal, 1 error)

- Member(s):
    - When: in-class Tuesday
  - Simplified hierarchical task interaction design document
    - Member(s):
    - When: in-class Tuesday
  - Database schema description document
    - Member(s): Ryan
    - When: before class Tuesday
- Already completed/completed by others
  - Both app design summary documents
    - Reason: already completed
  - User persona document
    - Reason: done by UX consultants
  - Scientist interview notes:
    - Reason: already completed

**Next Steps** – list of topics for the next meeting

- Review website in-class Tuesday
- Review completed documents in-class Tuesday
- Complete remaining documents in-class Tuesday
- Prepare for Cognitive Walkthrough
- Create paper prototype