Meeting Minutes - Team
September 29th, 2022

Time	Notes
6:35pm	**Meeting start** ● All members present (Isiah pre-notified absence)
6:35pm	**Mini-Intro** ● Chris and Quintin will be presenting

	Project Definitions & Clarifications
	● Understanding the project
	● Creating customizable workflows for processing data
	  ○ Adding onto the website
	  ○ GUI?
	  ○ Pre-built pipelines
	  ○ User testing

6:40pm	**Peer Reflections** ● Once a month ● After the meetings ● General overview of how we are doing as a team, rather than individuals

6:45pm	**Website**
	● Two weeks from now, website with multiple pages
	  ○ Project intro
	  ○ Team page
	  ○ Any progress on the project itself
	  ○ Initial website
	● Getting GitHub setup
	  ○ Adding everyone onto everything
	  ○ Using that for issue tracking
	● Templated website - basic and functional
	  ○ Something basic, simple, professional

6:55pm	● No Client meeting this coming week
	● Take the next week to install ISIS, tools, etc
	  ○ Start researching for feasibility
	● Meeting on Monday
	  ○ Talk about what to do for the upcoming week
	  ○ Talk about presentation

7:00pm	**Meeting end**