

Urgent Matters:

- None

Ongoing Goals (Stefano)

- Need annotated attendance card
- Team: Continue informal architecture discussion

Current Goals

- Status overview (Alex)
 - What was accomplished last meeting
 - Continued risk planning discussion
 - Technical setup for project
 - Informal discussion of high-level architecture
 - Current team goals
 - Continue risk planning
 - Project website setup
 - Study up on relevant technologies
- Discuss use of Asana/app with Paul (Isioma)
 - Agendas
 - Project roadmap
 - Product backlog
- Open questions Q&A (Nick)
 - What is the current check-in workflow for cardio classes (e.g. for "pay-as-you-go" students)?
 - SMA: If a student is pay-as-you-go, should an admin check in a student upon payment?
 - SMA: Will tuition payment (and cardio card punches, for example) be checked when a student checks in?
 - Follow-up: How should the system handle a cardio student trying to check in when their card punches have all been used (e.g. should there be some alert/notification that check-in failed? Who will receive/see this notification?)
 - SMA: When the system determines that a student's information may be outdated, who verifies this information? Student at checkin? or sent notification to an admin who then consults the student?