

# Actions to be Taken

## Team

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## Paul

- Need populated student CSV file

# Meeting Notes

## Technical Report discussion

- Google doc - begin with outline and supplement it
- Use as resource for poster info

## Poster discussion

- *Background Information* refers to the studio's student management needs
- *Motivation* refers to the need to make this process more effective (save time/effort, eliminate paper)

## Poster sections

- Motivation
  - Alex
- Background Information
  - Alex
- Process (Methodology)
  - Stefano
- System Features
  - Nick
- Design
  - Isioma
- Technologies Utilized (and Rationale)
  - Isioma
- Delivered Product
  - Nick
- Future Work / Lessons Learned
  - Stefano