# Project Meetings Documentation

## Meeting 1: 29/10/2024

\*\*Meeting Agenda:\*\*

- Progress updates from team members.  
- Discussion of challenges and roadblocks.  
- Review of completed tasks and pending work.  
- Planning tasks for the next week.

\*\*Key Points Discussed:\*\*

- General updates on the project.  
- Discussion about critical deadlines.  
- Allocation of resources and responsibilities.

\*\*Action Items:\*\*

- Assign specific tasks to team members.  
- Follow up on unresolved issues.  
- Ensure that the next milestone is achievable.

\*\*Next Steps:\*\*

- Continue working on assigned tasks.  
- Prepare for the next meeting with updates.

## Meeting 2: 05/11/2024

\*\*Meeting Agenda:\*\*

- Progress updates from team members.  
- Discussion of challenges and roadblocks.  
- Review of completed tasks and pending work.  
- Planning tasks for the next week.

\*\*Key Points Discussed:\*\*

- General updates on the project.  
- Discussion about critical deadlines.  
- Allocation of resources and responsibilities.

\*\*Action Items:\*\*

- Assign specific tasks to team members.  
- Follow up on unresolved issues.  
- Ensure that the next milestone is achievable.

\*\*Next Steps:\*\*

- Continue working on assigned tasks.  
- Prepare for the next meeting with updates.

## Meeting 3: 12/11/2024

\*\*Meeting Agenda:\*\*

- Progress updates from team members.  
- Discussion of challenges and roadblocks.  
- Review of completed tasks and pending work.  
- Planning tasks for the next week.

\*\*Key Points Discussed:\*\*

- General updates on the project.  
- Discussion about critical deadlines.  
- Allocation of resources and responsibilities.

\*\*Action Items:\*\*

- Assign specific tasks to team members.  
- Follow up on unresolved issues.  
- Ensure that the next milestone is achievable.

\*\*Next Steps:\*\*

- Continue working on assigned tasks.  
- Prepare for the next meeting with updates.

## Meeting 4: 19/11/2024

\*\*Meeting Agenda:\*\*

- Progress updates from team members.  
- Discussion of challenges and roadblocks.  
- Review of completed tasks and pending work.  
- Planning tasks for the next week.

\*\*Key Points Discussed:\*\*

- General updates on the project.  
- Discussion about critical deadlines.  
- Allocation of resources and responsibilities.

\*\*Action Items:\*\*

- Assign specific tasks to team members.  
- Follow up on unresolved issues.  
- Ensure that the next milestone is achievable.

\*\*Next Steps:\*\*

- Continue working on assigned tasks.  
- Prepare for the next meeting with updates.