**Project Meeting Minutes Part 1**

**Project Name:** TBD

**Date and Time of the meeting:** 11th September 13, 2024, 3 PM

**Location of the meeting:** Room no. R1001, St. Clair College, Downtown

**Attendees:**

* Nerid Tamrakar (0852680)
* Prabesh Ghimire (0858773)
* Tasui Oni (0853659)
* Pramesh Babu Khadka (0860484)

In the presence and guidance of course instructor Manjari Maheshwari.

**Group Formation:**

Group members have been finalized in the meeting as we have done projects in the previous semester together hence, we know the skill sets each member can bring to this project. Also, we are from different backgrounds which can bring a difference visions.

**Group Expectations:**

* All the members should cooperate with each other and respect each other.
* Members should deliver the deliverables within the deadline assigned to her or him.
* Members should be punctual and present in every meeting. Members should be informed about their absence prior to the meeting.
* All the members are expected to participate equally and put effort into making the project successful.

**Any additional Notes:**

**Next Meeting date and time:** 17th September 2024, 8 AM