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| Meeting 1 | |
| Location: | Zoom |
| Date: | 3/15/2021 |
| Time: | 3:30-4:00pm |
| Facilitator: | Ethan Herndon, Mustafa Memon, Alvin Liang, and Maria Leftheriotis |

# Agenda Items

1. Read and understand programming assignment.
2. Setup Repl.it
3. Create a basic outline

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| Action Items | Owner(s) | Deadline | Status |
| Minutes and Repl.it  Project lead Project Outline Code Outline | Ethan Herndon   Mustafa Memon Alvin Liang Maria Leftheriotis | 3/15/2021   3/15/2021 3/15/2021 3/15/2021 | Completed   Completed Completed Completed |
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| Meeting 2 | |
| Location: | Zoom |
| Date: | 3/17/2021 |
| Time: | 3:30-4:00pm |
| Facilitator: | Ethan Herndon, Mustafa Memon, Alvin Liang, and Maria Leftheriotis |

# Agenda Items

1. Implement structure from Teachers demo

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| Action Items | Owner(s) | Deadline | Status |
| Minutes and update Client Code  Understanding terms, concepts of python  Developed preliminary code    Developed project outline and Server Code | Ethan Herndon   Maria Leftheriotis     Alvin Liang    Mustafa Memon | 3/15/2021   3/15/2021     3/15/2021    3/15/2021 | Completed   Completed     Completed    Completed |
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| Meeting 3 | |
| Location: | Zoom |
| Date: | 4/2/2021 |
| Time: | 3:30-4:00pm |
| Facilitator: | Ethan Herndon, Mustafa Memon, Alvin Liang, and Maria Leftheriotis |

# Agenda Items

1. Finish assignment

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| Action Items | Owner(s) | Deadline | Status |
| Test code and cleanup  Test code and cleanup  Test code and cleanup   Test code and cleanup | Ethan Herndon    Maria Leftheriotis  Alvin Liang     Mustafa Memon | 4/2/2021    4/2/2021  4/2/2021     4/2/2021 | Completed    Completed  Completed     Completed |
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