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| Team Meeting minutes |  |  |
| Location: | Discord Team 4 Server |
| Date: | 11/27/2024 |
| Time: | 10:00 – 10:30am |
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Attendance

Anthony Colley Jose Vazquez Joshua Swilling Kennedy Stokes-Sutton

Agenda items

1. Conclude old business and updates on action items.
   1. Successfully set up the database and inventory systems.
   2. Testing is currently underway for both the inventory and database systems.
   3. Once testing is complete, the team will proceed to implement and test the sales system.
2. New Business
   1. Begin work on the sales system alongside ongoing testing efforts.
3. Action Item Updates
   1. Reviewed progress on M07 Implementation Plan and M07 User Documentation.
   2. Finalized scheduling for upcoming assignments and deadlines.

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| Action items | Owner(s) | Deadline | Status |
| M07 Implementation Plan | ALL | 12/8/2024 | In-Progress |
| M07 User Documentation | ALL | 12/8/2024 | In-Progress |
| Plan for M08 Team Meeting | ALL | 12/8/2024 | In-Progress |
| Implement Sales System | ALL | 12/8/2024 | In-Progress |
| Test Existing Code | ALL | 12/10/2024 | In-Progress |
| M08 Project Presentation | ALL | 12/15/2024 | Pending |
| M08 Team Meeting | ALL | 12/15/2024 | Pending |
| M08 Software Solution | ALL | 12/15/2024 | Pending |
| M08 Anonymous Team Evaluation | ALL | 12/15/2024 | Pending |