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| Team Meeting minutes |  |  |
| Location: | Discord Team 4 Server |
| Date: | 12/10/2024 |
| 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. Completed testing for the database and inventory systems.
   2. Implemented and tested the sales system.
   3. Preparing the final presentation for the project.
2. New Business
   1. Finalize and polish the M08 Project Presentation.
   2. Begin assembling the M08 Software Solution.
3. Action Item Updates
   1. Reviewed progress on M07 Implementation Plan and M07 User Documentation. (completed)
   2. Set deadlines for finalizing the M08 Project Presentation.

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