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| **Minutes (Week 1)** | |
| **Title** | **Initial Meeting with Supervisor** |
| **Attendees** | **Jesse Hare, James Mackeown, Ryan Sharp** |
| **Apologies** |  |
| **Location** | **Zoom Conference** |
| **Agenda** | **Discussing Technical Aspects of Project** |
| **Decisions and Memos** | **Highly recommend setting up git repo**  **2 parts - technical project**  **- course requirements**  **Use some collaboration software – slack**  **Client**  **Only document so far**  **2 different components GUI**  **CLI**  **Sort, Visualise in a grid, etc**  **Currency is in time - can't fulfil all client's wishes in limited time**  **mdextract -r (recursive)**  **- it should be possible to search just dir or all subdirs as well**  **App image/electron app**  **Satisfied if it works on Linux (Debian)**  **Prefer that both CLI and GUI in same language (Python)**  **Grid that is sparsely populated. On top of each column have ability to filter or sort**  **It will load from the .csv file**  **If I add a new file to the directory, those metadata attribute will have to be represented**  **Data flow**  **Invoke program from command line -> generates .csv file -> open GUI app -> feed it the .csv file -> grid is displayed**  **Can use any open source Python library**  **Should have a help menu item in GUI to reference Open Source Libraries used.**  **Minimum of three meetings required with Prof. Stijn**  **Should keep notes/minutes.**  **Export chat history from slack** |

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| **New Tasks Allocation in This Week** | | | |
| **Task** | **Description** | **Who** | **Due** |
| 1 | Set up GIT repo | ANY | ASAP |
| 2 | Set up Slack | ANY | ASAP |
| 3 | Begin Project Plan | ANY | ASAP |
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