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| 1:00 | Meeting start in room 2517 Members present James, Alexander, and Kevin. |
| 1:05-1:39 | SQA plan review |
| 1:40-1:56 | Review agenda planning |
| 1:57 | Agenda submitted to github |
| 1:58-2:18 | Review check list document generation |
| 2:18 | Files submitted to github |
| 2:19 | Requirements review started |
| 2:21-2:30 | Reusability review |
| 2:30-2:42 | Usability review |
| 2:42-2:51 | Integrity review |
| 2:52 | Committed review to github |
| 2:53 |  |