**MEETING MINUTES**

Group Final Project

**Version#2 Meeting #1**

DATE/TIME: Wednesday, November 27, 2024, 3:00 PM

PLACE: Seneca College, Building A, Floor 1

PRESENT: Michaela Cruz, Vadeeha Vadeeha

ABSENT: None

CHAIRED: Michaela

STARTED: 1:25 PM

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Agenda:

1). Review checklist and look for potential issues for Version 2.

2). Finalize Git repository updates for Version 2.

3) Plan next meeting

Item #1 – Review checklist and address potential issues for Version 2

1. Issue – Ensure all Version 2 requirements are met, with completed coding, testing, and updated test cases for each module.
2. Solution – Check to verify: Code for all modules includes both Version 1 and Version 2 functionalities. Will do test cases for Version 2. Outputs and logs should be accurate and ready for submission.
3. Assigned to – Michaela and Vadeeha
4. Estimated Time to complete – 30 minutes
5. Due Date – December 01, 2024

Item #2 – Finalize Git repository updates for Version 2

1. Issue – All module files, test case files, and logs need to be committed and pushed to the Git repository for Version 2.
2. Solution – Commit Version 2 updated .c and .h files for all modules. Add and commit test case files and test logs. Verify repository updates with git log and share the repository link with the team.
3. Assigned to – Michaela and Vadeeha
4. Estimated Time to complete – 40 minutes
5. Due Date – December 01, 2024

Item #3 – Plan next meeting (Meeting #2)

1. Issue – Schedule the next meeting to do Version 2 progress on Friday, November 29, at 1:20 PM, on-site.
2. Solution – Agree on a date, time, and location for the next meeting.
3. Assigned to – Vadeeha and Michaela
4. Estimated Time to complete – 10 minutes
5. Due Date- December 01, 2024

The next committee meeting will be held on Friday, November 29, 2024, at 1:20 PM in Seneca College, Building A, Floor 3.

Meeting adjourned at 4:20 p.m.

Minutes taken by Michaela

(Edited by Vadeeha)