**MEETING MINUTES**

Group Final Project

**Version#2 Meeting #2**

DATE/TIME: Friday, November 29, 2024, 1:20 PM

PLACE: Seneca College, Building A, Floor 3

PRESENT: Vadeeha Vadeeha, Michaela Cruz

ABSENT: None

CHAIRED: Vadeeha

STARTED: 1:25

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Agenda:

1). Write all the codes and add comments to all the modules

2). Started doing all the testing and script for the modules one by one

3) Revising and checked if all the requirements are done for version 2

4) Discuss about Version 3

Item #1 – Write all the code and comments of each module

1. Issue – Code and Comments need to be written for all of the modules (Fundamental, Manipulating, Tokenizing and converting modules) and there is not enough time left.
2. Solution – One member will do all the code and comments at once without switching it between the members, which will take forever to finish the coding and comment part.
3. Assigned to – Vadeeha
4. Estimated Time to complete – 3 hours
5. Due Date – December 01, 2024

Item #2 – Test and script all the modules

1. Issue – Each module requires a testing and the errors where hard to find also the time is very limited
2. Solution – Only one member of the group did all of the testing and scripting for all of the modules.
3. Assigned to – Michaela
4. Estimated Time to complete – 3 hours
5. Due Date – December 01, 2024

Item #3 – Reviewed everything if it’s done

1. Issue – Checked if everything was done for version 2
2. Solution – Used the checklist that was given to see what I finished
3. Assigned to – Vadeeha and Michaela
4. Estimated Time to complete – 30 minutes
5. Due Date- December 01, 2024

Item #4 – Review Version 3

1. Issue – Checked the works that need to be completed and divided the work among the members.
2. Solution – Looked at the given checklist for version 3. Checked when both members are free for the next meeting
3. Assigned to – Vadeeha and Michaela
4. Estimated Time to complete – 20 minutes
5. Due Date- December 01, 2024

The next committee meeting will be held on Monday, December 02, 2024, at 3:30 PM in Seneca College, Building A, Floor 3.

Meeting adjourned at 4:30 p.m.

Minutes taken by Vadeeha

(Edited by Michaela)