**MEETING MINUTES**

Group Final Project

**Version#1 Meeting #2**

DATE/TIME: Tuesday, November 26, 2024, 1:30 PM

PLACE: Seneca College, Building A, Floor 3

PRESENT: Vadeeha Vadeeha, Michaela Cruz

ABSENT: None

CHAIRED: Michaela

STARTED: 1:30 PM

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Agenda:

1). Double check if the things that were assigned at the last meeting were done.

2). Added comments to all the modules

3). Transfer, organize code and comment for the main

4). Started doing all the testing for the modules one by one

5) Revising and checked if all the requirements are done for version 1

6) Discuss about Version 2

Item #1 - Verifying if the previous assigned work is organized and done

1. Issue – Confirming if all the module’s code is transfer and organized correctly
2. Solution – Both Michaela and Vadeeha crosschecked each other’s given code with the given ones.
3. Assigned to – Both Micheala and Vadeeha
4. Estimated Time to complete- 30 minutes
5. Due Date- November 26, 2024

Item #2 - Add comments on all the modules

1. Issue – Comments need to be added for all the coded modules - Fundamental, Manipulating, Tokenizing and converting modules.
2. Solution – Each member took two of the modules and added comments to them-Vadeeha added comments to Manipulating(.c & .h) and Fundamental (.c & .h) modules and Micheala added comments to Tokenizing (.c & .h) and converting (.c & .h)
3. Assigned to – Vadeeha
4. Estimated Time to complete – 45 minutes
5. Due Date – November 26, 2024

Item #3 - Code and comment the main

1. Issue –Everything for main was left the coding and the comment part
2. Solution – Both members divided the work- Micheala did the coding and Vadeeha did the comments
3. Assigned to –Vadeeha and Micheala
4. Estimated Time to complete – 30 minutes
5. Due Date – November 26, 2024

Item #4 – Tested all the modules

1. Issue – Each module requires a testing, and it was hard to find the errors
2. Solution – The testing was divided between the two members evenly. To identify errors, members reviewed each other's code by swapping assigned sections for cross-checking.
3. Assigned to – Vadeeha and Michaela
4. Estimated Time to complete – 2 hours
5. Due Date – November 26, 2024

Item #5 – Reviewed everything if it’s done

1. Issue – Checked if everything was done for version 1
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- November 26, 2024

Item #6 – Reviewed Version 2

1. Issue – Checked the works that need to be completed and discuss the next meeting time
2. Solution – Looked at the given checklist for version 2. Checked when both members are free for the next meeting
3. Assigned to – Vadeeha and Micheala
4. Estimated Time to complete – 20 minutes
5. Due Date- November 26, 2024

The next committee meeting will be held on Wednesday, November 27, 2024 at 3:00 PM in Seneca College, Building A, Floor 1.

Meeting adjourned at 4:00 p.m.

Minutes taken by Vadeeha