ENG 4000
Weekly Meeting Minutes

Every week, this document should be presented to the supervisor, as this will be the basis for grading.

Project Name	Sat Ops MQ
Date & Time of Meeting	Supervisor Meeting: Cancelled CSA Meeting: Cancelled Stand-up Meeting: 9:00 - 9:30 pm, 2/25/24

Attendees			
#	Name	Student ID	Username (email)
1	Youssef Hany	216885766	youssef8@my.yorku.ca
2	Rafael Dolores	216142069	rafd47@my.yorku.ca
3	James Le	217270943	jamesmql@my.yorku.ca
4	Walid Al Dari	218375162	walidald@my.yorku.ca
5	Ruth Bezabeh	216171795	ruttkas@my.yorku.ca
6	Stanley Ihesiulo	216985236	ihesiulo@my.yorku.ca
7	Hashir Jamil	217452954	hashirj@my.yorku.ca

Decision Made / Agenda / Objectives / Plan for the Coming Week

Supervisor Meeting:

- no meeting.

CSA Meeting:

- no meeting
- Email was sent instead

Team Responsibilities for the Coming Week		
#	Name	Responsibility
1	Youssef Hany	
2	Rafael Dolores	
3	James Le	
4	Walid Al Dari	Ensure thorough functioning of the webhooks setup in the front end. Finalize the last function to be tested in scheduler. Work on the report.
5	Ruth Bezabeh	
6	Stanley Ihesiulo	
7	Hashir Jamil	

Progress Report on Last Week's Activities			
#	Name	% Completed	Comment (provide the reasoning only if 100% is not completed)

1	Youssef Hany		
2	Stanley Ihesiulo		
3	Hashir Jamil		
4	Rafael Dolores		
5	Walid AlDari	80%	Completed integration testing for eclipse opportunities. Contact opportunity tests were paused due to errors faced in implementation. Webhooks were setup and completed. Testing functionality is required.
6	James Le		
7	Ruth Bezabeh		