

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: 4/04/24, 3:00 – 3:30 pm CSA Meeting: 4/05/24, 1:30 - 2:30 pm Stand-up Meeting: 4/07/24 9:00 - 9:30 pm

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
<p>Supervisor Meeting:</p> <ul style="list-style-type: none"> - Discussed mini capstone video. - Discussed testing and deployment. <p>CSA Meeting:</p> <ul style="list-style-type: none"> - Discussed final presentation day with CSA, Franz, Regina, and our team being Apr. 29 or Apr. 30. Other McGill teams will be there too. - No more meetings needed for the rest of the year unless necessary. <p>Stand-up Meeting:</p> <ul style="list-style-type: none"> - Cancelled Due to Exams/Final Projects in other courses

Team Responsibilities for the Coming Week		
#	Name	Responsibility
1	Youssef Hany	
2	Rafael Dolores	
3	James Le	
4	Walid Al Dari	
5	Ruth Bezabeh	
6	Stanley Ihesiulo	

7	Hashir Jamil	
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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		
6	James Le		
7	Ruth Bezabeh		