**MEETING MINUTES**

Group40 Final Project

**Planning Meeting #3**

DATE/TIME: 22th November 2023, 5:00 P.M.

PLACE: Zoom meeting

PRESENT: Aditya Tambe, Tien Vu To, Naiba Shabanova, Jorge Vivas, Arshia Keshavarzmotamedi

ABSENT: None

CHAIRED: Naiba Shabanova

STARTED: Jorge Vivas

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Agenda: Project Discussion

1). Completing and Finalizing Version 1

2). Updating Meeting Minutes (Word)

3). Planning next meeting to discuss about git

4). Other items / issues

Item #1

1. Issue – Completing the Project Plan on time.
2. Solution – Organized meeting on Zoom at a time when everyone is available.
3. Assigned to – All.
4. Estimated Time to complete. 1.5 hrs.
5. Due Date: 23th November 2023, 10 P.M.

Item #2

1. Issue – Updating Meeting Minutes Planning on time.
2. Solution – Organized meeting on Zoom at a time when everyone is available.
3. Assigned to – All.
4. Estimated Time to complete. 1 hr.
5. Due Date: 23th November 2023, 10 P.M.

Item #3

1. Issue – Finding a common schedule for next meeting for Git discussion
2. Solution – common agreement
3. Assigned to – Naiba Shabanova
4. Estimated Time to complete. 30 mins.
5. Due Date: 24th November 2023

Item #4 – Other items / issues

1. Issue – Figuring out the requirements and instructions for Git installation, as well as learning how to use it.
2. Solution – Watch the professors' YouTube videos and seek help from other members when needed.
3. Assigned to – All.
4. Estimated Time to complete. 45 mins.
5. Due Date 25th November 2023

* The next committee meeting will be held on 25th November 2023 at the designated time 5:00 P.M. on Zoom.

Meeting adjourned at 7 P.M.

Overall 120 minutes for the entire meet

Minutes taken by Aditya Mahesh Tambe

(Edited by Jorge Vivas)