**MEETING MINUTES**

Group40 Final Project

**Planning Meeting #5**

DATE/TIME: 27th November 2023, 5:00 P.M.

PLACE: Zoom meeting

PRESENT: Aditya, Tien Vu, Jorge, Arshia, Naiba

ABSENT: None

CHAIRED: Tien Vu To

STARTED: Arshia Keshavarzmotamedi

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Agenda: Project Discussion

1). Completing and Finalizing Version 2

2). Updating Meeting Minutes (Word)

3). Planning next meeting regarding Version 3

4) Complete installation and pushing of the files on Github repository

5). Other items / issues

Item #1

1. Issue – Completing the Project Plan for V2 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: 28th 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: 28th November 2023, 10 P.M.

Item #3

1. Issue – Finding a common schedule for next meeting for Version 3
2. Solution – common agreement
3. Assigned to – Jorge Vivas
4. Estimated Time to complete. 30 mins.
5. Due Date: 1st December 2023

Item #4

1. Issue – Complete installation and pushing of the files on Github repository Solution – Organized meeting on Zoom at a time when everyone is available.
2. Assigned to – All.
3. Estimated Time to complete. 1 hr.
4. Due Date: 1st December 2023

Item #5 – Other items / issues

1. Issue – Figuring out the provided code for the Version 3
2. Solution – Thoroughly review the code and seek help from other members when needed.
3. Assigned to – All.
4. Estimated Time to complete. 45 mins.
5. Due Date: 2nd December 2023

* The next committee meeting will be held on 3rd December 2023 at the designated time 5:00 P.M. on Zoom.

Meeting adjourned at 7 P.M.

Minutes taken by Naiba Shabanova

(Edited by Jorge Vivas )