**MEETING MINUTES**

Group 40 Final Project

**Planning Meeting #6**

DATE/TIME: 3rd December 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 3

2). Updating Meeting Minutes (Word)

3) Completing the creation of the V3 branch and pushing each individual module.

4). Other items / issues

Item #1

1. Issue – Completing the Project Plan for V3 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: 4th December 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: 4th December 2023, 10 P.M.

Item #3

1. Issue – Completing the creation of the V3 branch and pushing each individual module.
2. Solution – Organized meeting on Zoom at a time when everyone is available and discuss the issues.
3. Assigned to – All
4. Estimated Time to complete. 45 mins.
5. Due Date: 5th December 2023

Item #4 – Other items / issues

1. Issue – Collect all the necessary documents for the last and final submission
2. Solution – Organized meeting on Zoom at a time when everyone is available
3. Assigned to – All.
4. Estimated Time to complete. 20 mins.
5. Due Date: 6th December 2023

* This day, December 3rd 2023, at 5:00 P.M. on Zoom was the final committee meeting

Meeting adjourned at 7 P.M.

Minutes taken by Aditya Tambe

(Edited by Jorge Vivas)