**CS 440 Meeting Minutes**

**Group:** 14 **Date**: 5/1/2021 **Time:** 11:30AM **Duration:** 40 minutes

**Present, on time:** Alekh Meka, Ayaan Siddiqui, Karan Vishwakarma

**Present, not on time:** None

**Absent:** Maseeh Khan (Excused)

**Synopsis**

This week our group had prepared for the development presentation and completed the development report. During our meeting we spent time performing a project retrospective. As a conclusion, we decided that we worked cohesively as a fully functional team throughout the 16 weeks of this semester. Due to COVID-19, we had several unforeseen issues that arose with our families, but we managed to communicate and still get everything done in a timely manner.

**Individual Accomplishments**

This week our goal was to make sure that we finish and polish the Development Final report and the project report summary for Virtual Room. Karan was responsible for the “Design” section on the final report, while Ayaan and Alekh finished up the “Project Issues” section and made sure the layout and formatting wasn’t broken. We also populated the figures page with all the labeled figures and diagrams. We also decided to walk through the entire development project as a group to make sure everything was correct and so that all of us were on the same page to start writing the project summary without any conflicting ideas.

**Individual Action Items**

* **Ayaan:**
  + Created system diagrams for the final report. Contributed to the final report, and project summary.
* **Alekh:**
  + Took notes in the meeting and added corresponding information to portions in Project Issues . Contributed to the final report, and project summary.
* **Karan:**
  + Designed the class diagrams and documented the various associations between components. Contributed to the final report, and project summary.