Meeting Minutes & Action Items

Date & Time:	Wednesday, September 23, 2020 at 10:10 AM EDT
Location:	Nooks meeting room
Team:	G
Attendance:	Neha, Matthew, Justin, Gong (Missing Callum)
Meeting Purpose:	Refine requirements for our top three search engine sub-components
Itemized Agenda:	(1) Ensure everyone has access to the GitHub repository (2) Create a meeting minutes template (3) Refresh ourselves on the requirements for each sub-component (4) Further refine the requirements for each sub-component
Minutes (i.e. Decisions):	(a) Created a meeting minutes template (i.e. this one) (b) Determined priority, stakeholders, and questions/refactoring for each sub-component (c)
End Time:	11:30 PM EDT
Next Meeting:	Friday, September 25, 2020 at 10:10 AM EDT (Nooks meeting room)

Action Items:

ID #	Task Description	Assigned To	Due Date
1	Meet with the TA as a group to get feedback	Everyone	9/25/2020
2	Figure out the schedule for next meeting	Everyone	9/25/2020