

Meeting Minutes & Action Items

Date & Time:	Thursday, October 29, 2020 at 10:00 AM EDT
Location:	Nooks meeting room
Team:	G
Attendance:	Neha, Matthew, Justin, Bowen
Meeting Purpose:	Work on the Architecture division and UML (Team deliverable 2)
Itemized Agenda:	(1) Work on the team deliverable 2 (2) Work on the architecture, UML, scaling problem
Minutes (i.e. Decisions):	(a) Worked on the team deliverable
End Time:	12:11 PM EDT
Next Meeting:	Friday, October 30, 2020 at 10:10 AM EDT (Nooks meeting room)

Action Items:

ID #	Task Description	Assigned To	Due Date
1	Work on the architecture division	everyone	10/29
2	Work on the UML	everyone	10/29
3	Work on the scaling issues	everyone	10/29