Meeting Minutes & Action Items

Date & Time:	Wednesday, September 30, 2020 at 10:10 AM EDT
Location:	Nooks meeting room
Team:	G
Attendance:	Neha, Matthew, Justin, Gong (missing Callum)
Meeting Purpose:	Refine requirements the text transformation sub-component
Itemized Agenda:	(1) Further refine our requirements for text transformation
Minutes (i.e. Decisions):	(a) Met with the TA (b) Refined requirements and added 10 more to our list (see Text Transformation Requirements document) (c) Discussed how we will interact with other subsystems
End Time:	11:10 PM EDT
Next Meeting:	Friday, October 2, 2020 at 10:10 AM EDT (Nooks meeting room)

Action Items:

ID #	Task Description	Assigned To	Due Date
1	Meet with group P, who is also working on text transformation	Everyone	10/2/2020