**Project Meeting Minutes Part 1**

**Project Name:** TBD

**Date and Time of the meeting**: 17/09/2024, 4PM

**Location of the meeting:** St.Clair College (Zekelmenn campus)

**Attendees:** Aina Faith Kehinde, ADEWOLA EBENEZER IREOLUWA, Sandeep Sandeep, Janvi Amish Patel

**Group Formation:**

The group was formed today and as a team we have decided to work together as one to successfully the capstone project, it would be easy for us to communicate and achieve our goals easily. The diverse skills and strengths of everyone are crucial factors in the formation of our group.

**Group Expectations:**

1. Ensure all reports are clear, concise, and professionally written
2. Assigned roles for each group member to work on.
3. Outlined expectations for active participation in meetings and work sessions.
4. To collaborate effectively as a team, utilizing each member’s strengths and skills.
5. Decided to review each other’s work to ensure quality work.
6. Decided on how to avoid arguments during work.

**Next Meeting date and time:** 20/09/2024, 2:30pm