# MEETING MINUTES

Group Final Project

Planning Meeting #2

DATE/TIME: November 27, 2024, 5:00 PM

PLACE: Discord

PRESENT: Fadi, Manav

ABSENT: None

CHAIRED: Manav

STARTED: 8:00 PM

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### Agenda:

1. Discuss project setup and modules.

2. Assign tasks for project V1 submission.

3. Set deadlines for deliverables.

4. Other items/issues.

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Item #1: Deadlines for Deliverables

Discussion: Discussed the deadlines for Version 1 deliverables.

Decisions:

Version 1 Deliverables (code, test cases, and meeting minutes) to be completed and submitted by November 27, 2024.

Ensure that all files are ready by the due date, and both members will double-check submissions.

Estimated Completion Time: 2 days

Due Date: November 28, 2024

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MEETING ADJOURNED: 8:30 PM

Meeting Plan #3

DATE/TIME: November 29, 2024, 5:00 PM

PLACE: Discord

PRESENT: Fadi, Manav

ABSENT: None

CHAIRED: Fadi

STARTED: 8:00 PM

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### Agenda:

1. Discuss Completion of codes

2. Make sure everyone is on time

3. Set deadlines for deliverables.

4. Other items/issues.

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Item #1: Deadlines for version 2

Discussion: Discussed the deadlines for Version 2 deliverables.

Decisions:

Version 1 Deliverables (code, test cases, and meeting minutes) to be completed and submitted December 1, 2024.

Ensure that all files are ready by the due date, and both members will double-check submissions.

Estimated Completion Time: 2 days

Due Date: December 1, 2024  
  
MEETING ADJOURNED: 8:30 PM

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Meeting Plan #4

DATE/TIME: November 29, 2024, 7:30 PM

PLACE: Discord

PRESENT: Fadi, Manav

ABSENT: None

CHAIRED: Fadi

STARTED: 8:00 PM

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### Agenda:

1. Discuss Completion of codes

2. Other items/issues.

Item #1: complete version 3

Discussion: Discussed the tasks for Version 3.

We discussed the tasks for Version 3, with a focus on ensuring all components are aligned for the next stage. Both team members will ensure all files are ready on time, and will double-check the submissions for accuracy and completeness

Estimated Completion Time: 2 days

Due Date: December 3, 2024  
  
MEETING ADJOURNED: 8:30 PM