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| Date of Meeting | 16-Jan-2023 | Time Of Meeting | 4.00 PM - 5.10 PM |
| Facilitators | Jalen & Lakshmi | Location | Teams |

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| Attendees |
| [@Allan Jost](mailto:allan.jost@gmail.com)  [@Louis Dallaire](mailto:louis.dallaire1@gmail.com)  [@Mic Hindlet](mailto:micthecarver@gmail.com)  [@Carter,Jalen](mailto:W0420630@nscc.ca) |

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| Discussion Topics:   1. Discussed the current registration process 2. Thoughts were discussed on which stage we will generate the QR code and how to retrieve the data at the desk to verify the person. 3. Since there are different ideas on the implementation side, we decided to have Louis discuss with the Wentworth team to understand what they are looking for and what resources and computer programs they are using now. 4. A tentative working solution that came up in the discussion is that we will have a QR code at the end of the registration process, they can show it the location. Scanning the QR code will ask for authentication and successful authentication retrieves users’ information along with their ski locations access history. Also, the authenticated users can generate monthly/ weekly/yearly reports out of the data. This solution will be finalized after Louis talks to Wentworth. |

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| Action Items:   1. Louis to discuss with the Wentworth team and share the information via Email. 2. Once the email is received Jalen & Lakshmi will process the requirements into design documents and will plan the next meet-up. |