Date: 11/24/2020 Time: 9:00pm Location: Discord Duration: 45 minutes

1. Attendance **(5 minutes)**
   1. Present Members: Nick Toledo, Omar Flores, Stephen Lambert, Yash Shah
   2. Tardy Members: N/A
   3. Absent Members: N/A
2. Completed Action Items Review **(5 minutes)**
   1. Group finished slides for the live coding project demo.
   2. Group successfully presented coding project to the class.
3. Discussion of Current Activities **(20 minutes)**
   1. Development Requirements Check: As a group we reviewed the upcoming deadlines for the remainder of the development project. We discussed everyone’s workload to see how the work is going to be distributed. Final due date is 12/05/2020.
   2. Coding Project Report Discussion: As a group we went over with what was required from the coding project report. Upon analyzing, we talked about everyone’s availability and distributed the workload evenly. Different members were assigned different tasks in the report. Tasks consisted of different testing and inspections sections being completed. Coding report due is due 11/28/2020.
4. Action Items **(10 minutes)** 
   1. All group members should finish their assigned tests and document the results on the coding project report.
   2. Besides the testing sections, all group members should complete the rest of the assigned tasks before the due date of the coding project report.
   3. Group should review the development project before next meeting to gain understanding on what is left to do.
5. Final Questions/Comments/Concerns **(5 minutes)** 
   1. We will be meeting up this upcoming Sunday night to continue talking about work distribution of the development project.