Date: 9/25/20 Time: 9:00pm Location: Discord Duration: 35 Minutes

1. Attendance **(5 minutes)**
   1. Present Members: Nick Toledo, Omar Flores, Stephen Lambert, Yash Shah
   2. Tardy Members: N/A
   3. Missing Members: N/A
2. Completed Action Items Review **(5 minutes)**
   1. Earlier in the week Nick partitioned the sections of the report to be divided among the group members.
   2. All members have begun working on their sections of the first part of the report. Nick has started working on sections 6 and 7, Stephen on 1, 2, and 8, Omar on 4 and 5, and Ayash on section 3.
3. Discussion of Current Activities **(15 minutes)**
   1. Development Deadlines: As a group we discussed upcoming deadlines for the development project. Specifically, the presentation PowerPoint due Monday, and the first part of the report due the following Saturday. As a group we all agreed that we should finish the report portion first, so that we can base our slides on the report’s material.
   2. Coding Project Check up: All members talked about how their portions of the coding project is going. We each screen shared each other’s progress and discussed the possibility of refactoring all our code together early next week before the start of our next sprint.
4. Actions Items **(5 minutes)**
   1. Group members will continue working on the report as well as the presentation, ideally finishing by Sunday night so that we are prepared to present Monday morning.
   2. Group members will continue working on the coding project to finish this week’s sprint tasks. We agreed to meet within the next few days to add more stories to our backlog and setup for the following sprint.
5. Final Questions/Comments/Concerns **(5 minutes)**
   1. Our next meeting regarding the coding project will be early next week (Monday tentatively).
   2. Will be meeting up to discuss the development project towards the end of next week (Friday tentatively).