

Mehta, Jash - mehtaj8  
Sharma, Aditya - shara24  
Ren, Zackary - renx11

**Date:** 2021-02-04  
**Meeting Type:** Lab Session 1  
**Facilitator:** Jash Mehta

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## Meeting Agenda

### 1. Previous Agenda

Task	Developer Assigned	Progress	Additional Comments
1.	Aditya Sharma, Jash Mehta	Done	
2.	Aditya Sharma, Jash Mehta	Done	
3.	Jash Mehta		
4.	Aditya Sharma	Done	
5.	Zackary Ren		
6.	Aditya Sharma		
7.	Aditya Sharma, Zackary Ren, Jash Mehta		
8.	Aditya Sharma, Zackary Ren, Jash Mehta		
Review	Aditya Sharma, Zackary Ren, Jash Mehta		

### Deliverable for week of lab5-6

- Development Plan
  1. Team Meeting Plan
  2. Team Communication Plan
  3. Team Member Roles
  4. Git Workflow Plan
  5. Proof of Concept Development Plan
  6. Technology
  7. Coding Style
  8. Project Schedule

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## 2. Current Agenda

Task	Developer Assigned	Decision Made
1.	Aditya Sharma, Jash Mehta	Changes may be made during review
2.	Aditya Sharma, Jash Mehta	Changes may be made during review
3.	Jash Mehta	Refer to Work Plan [1.]
4.	Aditya Sharma	Changes may be made during review
5.	Zackary Ren	Refer to Work Plan [2.]
6.	Aditya Sharma	Refer to Work Plan [3.]
7.	Aditya Sharma, Zackary Ren, Jash Mehta	Refer to Work Plan [4.]
8.	Aditya Sharma, Zackary Ren, Jash Mehta	Refer to Work Plan [5.]
Review	Aditya Sharma, Zackary Ren, Jash Mehta	To be done on 2021-02-04

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### 3. Work Plan

#### Jash Mehta

- [1.] Team Member Roles
  - Create table with member roles
  - Add description to each role.
- [5.] Project Schedule
  - Gantt Chart should be completed by 2021-02-05
  - Add PM Milestones
- Ask TAs about questions labelled in Doc
- Create Meeting Agenda
- Transfer information for Dev Plan to LaTeX

#### Aditya Sharma

- [3.] Technology
  - Almost finished, need additional information from TAs
- Completed Team Meeting Plan - Review Required
- Completed Team Communication Plan - Review Required
- Completed Git Workflow Plan - Review Required

#### Zackary Ren

- [2.] Proof of Concept Development Plan
  - Working on POC Develop Plan
- [4.] Coding Style
  - Discuss Coding Style in next meeting and update doc based on decision
- Major Review will be done on or before 2021-02-04