**Meeting 1**

**Coordinator Meeting No#1**

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| **Group Project** | Online Homemade Food |
| **Meeting Date** | 28/08/2021 |
| **Meeting Time Duration** | 1 Hour |
| **Meeting Mode** | Online |

**Summary of Discussion**

The purpose of this meeting was to meet our coordinator and their brief introduction. Discussion was about how to take FYP. The key points of this meeting were to get information about how to hunt universities. What are best practices while doing development? Discussed different platforms that should be used for effective development.

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| **Action Items** | **Person Responsible** | **Deadline** |
| * Create GitHub Account & create repository for Week0 | Each Individual | 08/09/2021 |
| * Create Account on Stack Overflow | Each Individual | 08/09/2021 |
| * Design Tribute Page | Each Individual | 08/09/2021 |
| * Design Portfolio Page | Each Individual | 08/09/2021 |
| * Develop a mobile app in which extract Data from Excel File, Visualize it and then perform CRUD operations on it. | Each Individual | 08/09/2021 |

**Meeting 2**

**Coordinator Meeting No#2**

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| **Group Project** | Online Homemade Food |
| **Meeting Date** | 09/09/2021 |
| **Meeting Time Duration** | 40 minutes |
| **Meeting Mode** | Online |

**Summary of Discussion**

The purpose of the discussion was to share the progress of tasks that were given in last meeting. Coordinator discussed about some new facilities that we can get as a Student. We explored different platforms like Canva and different IDEs that we can use for our project. GitHub repositories have been reviewed by our coordinator. We were asked to give importance to data structures and implement 1-2 data structures on weekly basis.

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| **Action Items** | **Person Responsible** | **Deadline** |
| * How does browser work? | Each Individual | 15/09/2021 |
| * How many engines of browsers? | Each Individual | 15/09/2021 |
| * Explore 3 to 5 different browser? | Each Individual | 15/09/2021 |
| * How HTML, CSS and JS communicate or work together. | Each Individual | 15/09/2021 |
| * Implement the linked list and doubly linked list. | Each Individual | 15/09/2021 |
| * Explore 20 Git CLI commands | Each Individual | 4/10/2021 |
| * Figure out Final year project features and design timeline for FYP | Group Task | 15/09/2021 |