Project Meeting Agenda

Date: Jan 20, 2024

1. Review of Meeting Minutes

* Review Project Topics
* Discuss Project problems

1. Project Progress Update

* Project Topics

1. Upcoming Milestones

* **Project Topic Submission deadline: Jan 24, 11:59 pm**
* Project Proposal Submission deadline: Feb 8, 11:59 pm - Rubric
* [Research Scholarships](https://saskpolytech.ca/about/applied-research-and-innovation/student-scholarships.aspx) deadline: Feb 16

1. Team Member Updates

* Project Topic: brief description - Hieu

1. Feedback and Suggestions

* Problems can be resolved:
  + Delayed communication: between restaurant servers, contact person, delivers and customers.
  + Lack of delivery tracking: delivery time, delays, and delivered evidence.
  + End of day inefficient: manual collect paper bills and reconcile for delivery.

1. Next Steps and Action Items

* **Submit** [**Project Topic**](https://online.saskpolytech.ca/d2l/le/content/303795/viewContent/12874967/View)
* Start document [Project Proposal](https://online.saskpolytech.ca/d2l/le/content/303795/viewContent/12874968/View) - [Rubric](https://online.saskpolytech.ca/d2l/le/content/303795/viewContent/12874976/View)

1. Announcements

* Share any important announcements or updates relevant to the project or team.