**MEETING MINUTES**

Group Final Project

**Planning Meeting #1**

DATE/TIME: 26th July 2023, 1:00 P.M.

PLACE: 6th floor, Study room: 682, Markham Campus

PRESENT: All

ABSENT: None

CHAIRED: All

STARTED: All

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Agenda: Project Discussion

1). Task Analyzing

2). Select Leader

3). Module Distribution

4). Next Meetup

5). Other items / issues

Item #1

1. Issue – Understanding project motive.
2. Solution – Read all materials.
3. Assigned to – All members.
4. Estimated Time to complete: 2 hrs.
5. Due Date: 26th July 2023, 10:00 P.M.

Item #2

1. Issue – Group Leader Selection
2. Solution – common agreement
3. Assigned to – All.
4. Estimated Time to complete. 10 min
5. Due Date: 26th July 2023

Item #3

1. Issue – selecting a person for each module.
2. Solution – common agreement
3. Assigned to – Sampreet Klair
4. Estimated Time to complete. 30 min
5. Due Date: 26th July 2023

Item #4

1. Issue – When is our Next Meeting
2. Solution – Looking for common time availability.
3. Assigned to – Prince Prince
4. Estimated Time to complete. 15 min.
5. Due Date: 26th July 2023

Item #5 – Other items / issues

1. Issue – Creating MS Teams
2. Solution – Create Group channel and Add Professor
3. Assigned to – Fenil Soni
4. Estimated Time to complete. 25 min
5. Due Date: 26th July 2023

* The next committee meeting will be held on Sunday, 30th July at the designated time: 3:30 P.M. and place: MS Teams.

Meeting adjourned at 2:45 P.M.

Minutes taken by Sampreet Klair

(Edited by Sampreet Klair)