**MEETING MINUTES**

Group Final Project

**Planning Meeting #2**

DATE/TIME: 30th July, 3:30 P.M.

PLACE: MS Teams

PRESENT: All

ABSENT: None

CHAIRED: Prince Prince

STARTED: Manav Zadafiya

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Agenda:

1). Completing and Finalizing Project Plan (Excel)

2). Updating Meeting Minutes (Word)

3). Planning next meeting for Project Version 1

4). Other items / issues

Item #1

1. Issue – Completing the Project Plan on time.
2. Solution – Organized meeting on MS Teams at time when everyone is available.
3. Assigned to – All.
4. Estimated Time to complete. 1.5 hrs.
5. Due Date: 30th July 2023, 11:59 P.M.

Item #2

1. Issue – Updating Meeting Minutes Planning on time.
2. Solution – Organized meeting on MS Teams at time when everyone is available.
3. Assigned to – All.
4. Estimated Time to complete. 1 hr.
5. Due Date: 30th July 2023, 11:59 P.M.

Item #3

1. Issue – Finding a common schedule for next meetings for Version 1
2. Solution – common agreement
3. Assigned to – Fenil Soni
4. Estimated Time to complete. 20 mins.
5. Due Date: 1st August 2023

Item #4 – Other items / issues

1. Issue – Figuring out given Code for Version 1
2. Solution – Analysis the code and Take help from other members where needed.
3. Assigned to – All.
4. Estimated Time to complete. 45 mins.
5. Due Date 2nd August 2023

* The next committee meeting will be held on 2nd August 2023 at the designated time 4:00 and place Study Room on Campus.

Meeting adjourned at 5:25 p.m.

Minutes taken by Manav Zadafiya

(Edited by Manav Zadafiya)