**MEETING MINUTES - 1**

Group Final Project

**Version Meeting #1**

DATE/TIME: August 2nd 2023, 4:00 PM

PLACE: Study Room on Markham Campus

PRESENT: Sampreet Klair, Prince Prince, Fenil Soni, Manav Zadafiya

ABSENT: None

CHAIRED: Prince Prince

STARTED: Manav Zadafiya

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Agenda:

1). Defining the duties for Project Version 1.

2). Understanding the requirements and given material for the Project Version 1.

3). Initializing the development and commenting of code for given modules.

4). Other items / issues

Item #1

1. Issue – Creating the required code files (.c and .h) for completing the project version 1.
2. Solution – Thoroughly reading the material provided by the professor and discussing it with team members.
3. Assigned to – Sampreet Klair, Prince Prince, Fenil Soni, Manav Zadafiya
4. Estimated Time to complete – 1:30 hr
5. Due Date – August 2nd, 2023

Item #2

1. Issue – Not being able to understand the given code completely.
2. Solution – Reviewing and helping each other’s code.
3. Assigned to – Sampreet Klair, Prince Prince, Fenil Soni, Manav Zadafiya
4. Estimated Time to complete – 1:15 hrs.
5. Due Date – August 2nd, 2023

Item #3

1. Issue – Having miscellaneous doubts resolved by professor regarding confussion related to Project Verison 1.
2. Solution – By joining the doubt class arranged by Professor on Wednesday, August 2nd at 8:00 AM.
3. Assigned to – Fenil Soni
4. Estimated Time to complete – 40 mins.
5. Due Date - August 2nd, 2023

Item #4 – Other items / issues

1. Issue – Deciding the next time schedule for the meeting.
2. Solution – Analyzing every team member’s schedule and creating a time for the meeting when everyone is available.
3. Assigned to – Sampreet Klair
4. Estimated Time to complete – 45 mins.
5. Due Date – August 3rd, 2023

Deliverables for this task due

1. Completing the code with comments by August 6th, 2023
2. Completing thorough testing using test cases with records in MS Word file by August 6th, 2023

The next committee meeting will be held on August 6th, 2023 at the designated time and place.

Meeting adjourned at 6:15 PM.

Minutes taken by Fenil Soni

(Edited by Sampreet Klair)