**MEETING MINUTES**

Group Final Project

**Version #3 Meeting #1**

DATE/TIME: August 11th 2023, 4:30 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 3.

2). Understanding the requirements and material given for Project Version 3.

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

4). Other items / issues

Item #1

1. Issue – Updating the required code files (.c and .h) for completing the project version 3.
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 11th 2023, 11:59 PM

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 11th 2023, 11:59 PM

Item #3 – Other items / issues

1. Issue – Not being able to find the appropriate test cases for testing the Version 3 code.
2. Solution – Helping each other with finding the best suitable test cases.
3. Assigned to – Sampreet Klair, Prince Prince, Fenil Soni, Manav Zadafiya
4. Estimated Time to complete – 1:15 hrs.
5. Due Date – August 11th 2023, 11:59 PM

Deliverables for this task due

1. Completing the code with comments by August 12th 2023
2. Completing thorough testing using test cases with records in MS Word file by August 12th 2023

The next committee meeting will be held on August 13th, 2023 at the designated time: 9:00 PM and place: MS Teams.

Meeting adjourned at 5:35 PM.

Minutes taken by Fenil Soni

(Edited by Sampreet Klair)