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|  | 🞂Group 2 Meeting Minutes  Date: November 1, 2024  Time: 7pm  Facilitator: Ranique Huggins  Group Availability: https://www.when2meet.com/?27324255-6tug9 |

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|  | Opening  The weekly meeting of Group 2 was called to order at 7:00pm on November 1, 2024 on the discord server dedicated to our group.  In Attendance   * Sohaib Chachar * Tobey Chan * Ranique Huggins * John Nasseh   Absent  N/A  Approval of Objectives  The objectives were unanimously approved as distributed.  Objectives   * Come up with tangible dates for when future meetings are possible * Finalize the date for next week’s meeting * Discuss this week’s division of labor * Discuss how the research will be divided among members * Discuss the objectives for next week’s meeting * Decide on who will be the facilitator of the next week’s meeting   Action Items   * Each group member advocated for a specific day/time for future meetings however this frequently resulted in a conflict with another member’s schedule. To overcome this problem Ranique suggested and created a when2meet dedicated to our group to figure out when our schedules will all align in a timelier manner. * John raises the concern that in person meetings will be unlikely, given our respective schedules, most meetings will take place virtually via our discord server. In response to this issue raised by John our group members unanimously agreed to have in person meetings at or around our weekly class time. * Sohaib suggests that we meet earlier during the week next week, to give ourselves time to prepare our submission. Sohaib also provided guidelines for our research and suggests that we focus our research on the existing solutions for our chosen problem along with the limitations associated with each solution. * Tobey emphasized that we cannot miss future submissions and suggests that we organize and plan our meetings in such a way that things will run more smoothly going forward. In response to this, the group agrees to format our submissions in such a way that it will serve as a template for future submissions while also providing structure and consistency. * Ranique, being the facilitator for this week takes note of the points raised by each group member and agrees to draft and forward this week’s meeting minutes to each group member for their review and approval.   Objectives for Next Meeting   * Finalize the date for following week’s meeting * Discuss and present the findings from our research * Delegate specific responsibilities to each group member based on research findings * Decide on who will be the facilitator of the following week’s meeting * Discuss the objectives for the following week’s meeting   Adjournment  The meeting was adjourned at 8:00pm by this week’s facilitator. The next meeting will take place at 7pm on Sunday November 3, 2024 on the discord server.  Minutes submitted by   * Ranique Huggins   **Minutes Approved By**   * Sohaib Chachar * Tobey Chan * John Nasseh |