**Project Meeting Minutes Part 1**

**Meeting Minutes**

**Project Name:** TBD  
**Date and Time:** 11th September 2023, 9:00 AM  
**Location:** 1 Riverside Drive, Room# R1005

**Attendees (Members of Group #3)**

1. Yen Nga Le
2. Srilakshmi Gummadidala
3. Tehsin Shaikh
4. Vinod Soloman Santhakumar

**Group Formation:**

During the meeting, we discussed the formation of project groups. Specific groups were not assigned at this time, but it was agreed that groups should be formed based on members' skillsets, interests, and availability. The group formation process will continue before the next meeting. Group signup link were made available on BlackBoard to form the group this week and we all 4 attendees (project members) had teamed up.

**Group Expectations:**

Expectations for the project were discussed. It was emphasized that each group member should actively contribute to the project, communicate effectively, meet deadlines, and collaborate harmoniously with other team members. Clarity in roles and responsibilities will be crucial, and any issues or conflicts should be addressed promptly to ensure smooth progress.

**Additional Notes:**

No additional notes were recorded during this part of the meeting.

**Next Meeting Date and Time:**

The next meeting is scheduled for 18th September 2023 at 9:00 AM.