

| Team 3 Meeting minutes |  |  |
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| **Date:** | 11/21/24 |
| **Time:** | 6:00 p.m. |
| **Attendees:** | Nolan Renie, David Lemmons, Joseph Moto, Tristan Shore |
| **Missing:** | Thomas Woolum, Maya Robinson |

Agenda items

1. Project progress.
2. M07 is the week of 12/2. Make sure the project is done by 12/4-12/5 at the latest, so I can start working on the docs for M07 and M08.

| Action items | Deadline |
| --- | --- |
| M05 - DB - Project Coding and Testing | 12/1/24 |
| M06 Team Meeting | 12/1/24 |
| M07 Implementation Plan | 12/8/24 |
| M07 User Documentation | 12/8/24 |
| M07 DB - User Documentation and Presentation | 12/15/24 |
| M08 Team Meeting | 12/15/24 |
| M08 Software Solution | 12/15/24 |
| M08 Project Presentation | 12/15/24 |