CS/SE 2XB3: Final Project
MEETING AGENDA

Project Name:	Filtrack	Group Number:	2
Date of Meeting: (DD/MM/YYYY)	10/02/2020	Time:	10:20am
Meeting Facilitator:	-	Location:	BSB

1. Meeting Objective

Proposal presentations practice and clarifications, polishing presentation

2. Attendees

Name (last name alphabetical order)	Student Number	Role in the Project
Abdullah Abdul Maksoud	400205373	Sorting Algorithm
Mahmoud Anklis	400191647	Searching Algorithm
Yousam Asham	400174082	Project Manager
Jeffrey Dang	400204725	Graphing Algorithm
Namik Karaatan	400198684	Front-End Developer

3. What has your team done since the last meeting (documents, code, reading material, etc.)?

Description	Owner(s)
Created proposal as a team	
Prepped for presentation solo	

4. Is anything slowing your team down on in your way?

Description	Route cause(s)	The TA feedback

5. What you about to change from the way another team is doing? (Complete it if you have met another team today)

Topic	Another Team methods	Your reflection

This template should be used for all team meetings and should be submitted as an attachment to a project log entry.
Add rows to the tables when it is necessary.
Submitted by: [Name]

5. Notes, Decisions, Issues		
Topic	**Owner**	**Time**

Presentation
    - Timing issues, whether or not we can fit in the time limit
    - Making sure we explain ideas correctly		

6. What will your team do before the next meeting? (Action Items)		
Action	**Owner**	**Due Date**
Present the proposal to the lab		

5. Next Meeting (if applicable)					
Date: (MM/DD/YYYY)	02/24/2020	**Time:**	3:30	**Location:**	BSB
Objective:	Discussing whether if anything needs to be changed within our proposal.				

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