[Group 4] meeting minutes – Week 10]

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| --- | --- |
| Location: | CDU LIBRARY |
| Date: | [02.11.2022] |
| Time: | [02:00 pm] |
| Attendees: | Faiza Nur Tushin , ZAVERIA BANOO, Urmila Bishwakarma |

# Progress from previous Meeting:

| Action items | | Owner(s) | | Deadline | Status |
| --- | --- | --- | --- | --- | --- |
| 1. Discussion on how we work on assignments 2. Creating Group Contract 3. Creating Project Plan 4. Creating Requirements Documentation 5. Creating Technical and End User Documents      1. Working on Documentation | | Zaveria Banoo, Faiza Nur Tushin  Zaveria Banoo, Faiza Nur Tushin, Urmila Bishwakarma  Zaveria Banoo  Faiza Nur Tushin  Zaveria Banoo, Faiza Nur Tushin,  Zaveria Banoo, Faiza Nur Tushin, | | 01/11/2022  19/10/2022  26/10/2022  02/11/2022  09/11/2022  14/11/2022 | [in progress]  [Completed]  [Completed]  [Completed]  [in progress]  [In progress] |
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Discussion Point

1. Documentation
2. Coding: Creating Letter Models

# Next meeting time and venue [if required]

Date:09/11/2022

Time: 02:00 PM  
Venue: CDU LIBRARY