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| Subject: | *Software Innovation Studio* |
| Meeting Date: | *2022/09/07* |
| Attendees: | *Amana, Jacob, Himanshu, Anesu* |
| Minutes Issued By: | *Amana* |
| **Meeting Type (Standup or Retrospective) and** **Meeting Agenda** | |
| *Meeting Type: Stand-up front end meeting*  *Agenda:*   1. Set-up Environment 2. Tasks - Distribute responsibilities amongst team members | |

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| **Progress/timeline summarise** |
| *Milestones:* (*List expected project milestones by today workshop; refer to the timeline in Team Charter*)   * Working towards starting development * Assigned tasks   *Main/Actual Progress:* (*Summarise the actual project progress by today workshop and self-evaluation:* J or L)   * The front end team helped each other setup their environments and set up |

| **Discussion** **and Decisions/Actions** (such as project scope, timeline, task re-assignment, …) |
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| 1. Set-up environment  * *Jacob and Himanshu helped Amana set up her environment by fetching the initialising fronted branch then downloading REACT.JS and npm packages on visual studio code.* * *Since our website is one page our team discussed how we will split the page so that each person can work on their own section. In the end we decided that each member will be given a div to work on their own part.*  1. Tasks  * *Since multiple team members are working on front-end each person needs to be assigned a task. Himanshu is working on the landing page, Jacob is working on the middle section which is the preferences and Amana is working on the results page. Anesu. Maria and Ahmed are working on linking the backend to the front end.* |

| **Miscellaneous Items:** |
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| 1. *[Describe any additional miscellaneous item]*  * *[Provide additional details about the miscellaneous items]*  1. *So on …*   Page Harrison charted accountants  Milsons point |