

**Team: T25**

## **Capstone Project I**

### **Minutes of Meeting # 01**

**Date: October 05, 2021**

**Time: 10 am**

**Location: Virtual Meeting (on Zoom)**

Attendees:

Team member 1: Hamza Koc

Team member 2: Kazi Hasanus Safa

Team member 3: Kursad Ozduman

Team member 4: Resul Yuksektepe

### **Agenda**

<b>Item</b>	<b>Description</b>	<b>Responsibility</b>
Review of previous meeting	Members of the team got introduced with each other. Team members' backgrounds, programming skills and preferences were shared. In the first meeting, two members shared two different project ideas, which were discussed in detail.	-
Item # 1 (Selection of a project)	The project that members wanted to pursue was selected and finalized. Members discussed the project details such as front end, back end, database and documentation tools.	-
Item # 2 (Distribution of workload)	<p>Various tasks related to the project was brainstormed and later assigned to each of the members. It was made sure that every member has equal amount of responsibility in the project. Following decisions were made regarding the distribution of workload:</p> <ol style="list-style-type: none"><li>1. Hamza Koc: creating project summary, project vision, project plan, sprint backlog and user stories.</li><li>2. Kazi Hasanus Safa: creating user personas, user stories and minute of meeting.</li><li>3. Kursad Ozduman: creating and documenting team charter, product backlog.</li><li>4. Resul Yuksektepe: creating high-level requirements and sprint backlog.</li></ol>	<p>Hamza Koc Kazi Hasanus Safa Kursad Ozduman Resul Yuksektepe</p>

Item # 2 (Due date)	Members discussed possible dates they will be able to complete and share their individual tasks with the group. Also discussion on the final submission date and time was also held.	Hamza Koc Kazi Hasanus Safa Kursad Ozduman Resul Yuksektepe
Item # 3 (Group communication)	All members agreed to use Blackboard and Zoom for live meeting. It was decided that Blackboard and WhatsApp will be used for file transfer and Google Drive will be used for sharing documents.	-

Next meeting date

Date: October 25, 2021

Time: 11:45 am

Location: Zoom

Agenda: Talking about System Requirements, Analysis and Design.

**Signature:**

Team member 1: Hamza Koc

Team member 2: Kazi Hasanus Safa

Team member 3: Kursad Ozduman

Team member 4: Resul Yuksektepe