Meeting Minutes #2

Date: 23/09/2025

Time: 16:30 – 18:00 (1h30)

Format: In Person

Attendees: Ramy, Patrick, Riyad, Adina, Ina, Bianca, Adnane

Meeting Agenda

- Divide the tasks using GitHub issues and assign them
- Finish the README.md file
- Put the stories in appropriate milestones (sprint1, sprint2)
- Finalize sprint 1

Key Discussion Points

- *Task Division :*
    - Created GitHub issues for different tasks
    - Added labels for better tracking (user story, documentation)
    - Created milestones (sprint 1, sprint 2) and assigned stories to team members
    - Set up a GitHub Project board to organize backlog items and track progress
- *README.md file improvements :*
    - Put the information of each student into a table for clarity
    - Expanded the project description for better clarity and context
- *Documentation & GitHub Settings:*
    - Created a folder **Meeting_Minutes_Sprint_#1** to store all meeting notes and discussions
    - Enabled a setting in GitHub making it mandatory to have at least 2 reviewers for a pull request and not be able to push directly to **main** branch
- *Finalize Sprint 1:*
    - Completed all tasks required for sprint 1 delivery
    - Closed the issues on GitHub for sprint 1 (mainly documentation related)
    - Moved tasks related to creating the website to sprint 2 milestone

Next Meeting Agenda:

- Start working on sprint 2
- Create sub-issues for the creation of the website (html, CSS)
- Work on database architecture