# **MEETING MINUTES 1**

| **Meeting Name:** | Work Distribution | | |
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| **Date of Meeting:** | 02/08/2024 | **Time:** | 14:30-16:00 |
| **Meeting Purpose:** | Distributing the work, and getting to know each other’s strength | **Meeting Leader:** | Boudy-Joe Samaha |
| **Prepared By:** | Samer Hasna |

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| 1. Attendance at Meeting | |
| **Name** | **Position** |
| Boudy-Joe Samaha | Team Member |
| Samer Hasna | Team Member |
| Peter Samaha | Team Member |
| Abdelrahman AlKhabbaz | Team Member |
| Ali ElDeeb | Team Member |
| Abdelrahman ElDeeb | Team Member |

| 2. Meeting Notes, Decisions, Issues |
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| We adjusted GitHub repository and assigned the roles, Samer Hasna will be responsible of the meeting |
| minutes. Boudy-Joe Samaha is going to setup the GitHub workspace and make sure everyone is in the |
| repository. Peter Samaha is going to work on the ReadMe page. And everyone on the team will be working on |
| the user stories, each of us will do one of them. We reviewed all the required tasks that have to be |
| submitted in the Sprint 1. In addition, there was a general discussion about what each of us can do and how |
| the roles are going to be distributed. |

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| 3. Action Items |
| Building the front end and the backend of the website for it to qualify for the sprint one requirements, in addition |
| setting up the work environment on Moodle and GitHub |

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| 4. Meetings decision |
| **1.** **GitHub Repository Adjustments:**  Decision: Adjustments were made to the GitHub repository.  Acceptance: Presumably, the team accepted the need for these adjustments, which is a positive step toward effective collaboration. |
| **2. Role Assignments:**  Decision: Specific roles were assigned to team members, such as Samer Hasna responsible for meeting minutes, Boudy-Joe Samaha for GitHub workspace setup, Peter Samaha for ReadMe page, and individual team members for user stories.  Acceptance: Members likely accepted their respective roles, as this allocation helps in clear task ownership and accountability. |
| **3. Task Review for Sprint 1:**  Decision: The team reviewed all the required tasks for Sprint 1.  Acceptance: Members presumably accepted the identified tasks for the first sprint, as they form the basis for the team's immediate focus. |
| **4. General Discussion**:  Decision: There was a general discussion about individual capabilities, task distribution, and how roles would be handled.  Acceptance: Team members likely accepted the outcomes of this discussion, which could include an understanding of everyone's strengths and how the team will function. |

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| 5. Motions |
| 1- Motion to end the meeting, by Ali Eldeeb  Seconded by the whole team. |