# **MEETING MINUTES 2**

| **Meeting Name:** | Work Distribution | | |
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| **Date of Meeting:** | 02/09/2024 | **Time:** | 16:15-18:15 |
| **Meeting Purpose:** | Distributing the work, and getting to know each other’s strength | **Meeting Leader:** | Abdelrahman ElDeeb |
| **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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| Samer Hasna is responsible of the meeting minutes, and uploaded the 6th User Story. |
| Boudy-Joe Samaha setted up the GitHub workspace, and uploaded the 1st User Story, and did a task breakdown. |
| Peter Samaha worked on the ReadMe page, and uploaded the 5th User Story. |
| Abdelrahman AlKhabbaz worked on Appendix A, and uploaded the 2nd User Story. |
| Ali ElDeeb worked on Appendix B alongside Abdelrahman ElDeeb. AliElDeeb uploaded the 1st User Story. |
| Abdelrahman ElDeeb uploaded the 4th User Story. |
| With each User Story each one of us, we did a task breakdown for Sprint 2. |

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| 3. Meetings decision |
| **1.** **Individual Contributions and User Stories for Sprint 2:**  Decision: Acknowledged and commended individual contributions for Sprint 2, including:  Samer Hasna's responsibility for meeting minutes and uploading the 6th User Story.  Boudy-Joe Samaha's setup of the GitHub workspace, uploading the 1st User Story, and performing a task breakdown.  Peter Samaha's work on the ReadMe page and uploading the 5th User Story.  Abdelrahman AlKhabbaz's work on Appendix A and uploading the 2nd User Story.  Ali ElDeeb's work on Appendix B alongside Abdelrahman ElDeeb, and Ali ElDeeb's upload of the 1st User Story.  Abdelrahman ElDeeb's upload of the 4th User Story.  Acceptance: Presumably, the team accepts and commends the individual contributions made during Sprint 2. |
| **2. User Story Task Breakdown for Sprint 2:**  Decision: Approved the task breakdowns for each User Story in Sprint 2, completed by each respective team member.  Acceptance: Presumably, the team accepts and approves the task breakdowns for Sprint 2. |

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| 4. Motions |
| 1- Motion to approve the role distribution, by Peter Samaha  Seconded by the whole team. |
| 2- Motion to end the meeting, by Samer Hasna  Seconded by the whole team. |