# **MEETING MINUTES 3**

| **Meeting Name:** | Getting done with Sprint 1 | | |
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| **Date of Meeting:** | 02/10/2024 | **Time:** | 14:30-16:30 |
| **Meeting Purpose:** | Finalizing all the required things to do for sprint 1 | **Meeting Leader:** | Abdelrahman AlKhabbaz |
| **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 worte the tasks related to the 6th User Story: CRUD operations on reservations. He wrote the minutes for the meeting. |
| Boudy-Joe Samaha wrote the tasks related to the 1st User Story: Make Reservation. He wrote Appendix A in the project approach. |
| Peter Samaha wrote the tasks related to the 5th User Story: CRUD operations on vehicles. He did the wiki page. |
| Abdelrahman AlKhabbaz wrote the tasks related to the 2nd User Story: View/Modify/Cancel a reservation. And wrote Appendix B in the project approach. |
| Ali ElDeeb wrote the tasks related to the 4th User Story: CRUD operations on users. He wrote the contribution log. |
| Abdelrahman ElDeeb uploaded the tasks related to the 3rd User Story: Browse Vehicles for rent. He worked on the project approach. |

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| 3. Meetings decision |
| **1. Decision on Samer Hasna's Tasks:**  Decision: Acknowledged and approved Samer Hasna's tasks related to the 6th User Story (CRUD operations on reservations). Additionally, recognized his contribution in writing the meeting minutes.  Acceptance: Presumably, the team accepts and approves Samer Hasna's identified tasks and appreciates his role in documenting meeting minutes. |
| **2. Decision on Boudy-Joe Samaha's Tasks:**  Decision: Acknowledged and approved Boudy-Joe Samaha's tasks related to the 1st User Story (Make Reservation). Recognized his contribution in writing Appendix A in the project approach.  Acceptance: Presumably, the team accepts and approves Boudy-Joe Samaha's identified tasks and appreciates his role in project documentation. |
| **3. Decision on Peter Samaha's Tasks:**  Decision: Acknowledged and approved Peter Samaha's tasks related to the 5th User Story (CRUD operations on vehicles). Additionally, recognized his contribution in creating the wiki page.  Acceptance: Presumably, the team accepts and approves Peter Samaha's identified tasks and appreciates his role in wiki page creation. |
| **4. Decision on Abdelrahman AlKhabbaz's Tasks:**  Decision: Acknowledged and approved Abdelrahman AlKhabbaz's tasks related to the 2nd User Story (View/Modify/Cancel a reservation). Recognized his contribution in writing Appendix B in the project approach.  Acceptance: Presumably, the team accepts and approves Abdelrahman AlKhabbaz's identified tasks and appreciates his role in project documentation. |
| **5. Decision on Ali ElDeeb's Tasks:**  Decision: Acknowledged and approved Ali ElDeeb's tasks related to the 4th User Story (CRUD operations on users). Recognized his contribution in writing the contribution log.  Acceptance: Presumably, the team accepts and approves Ali ElDeeb's identified tasks and appreciates his role in documenting contributions. |
| **6. Decision on Abdelrahman ElDeeb's Tasks:**  Decision: Acknowledged and approved Abdelrahman ElDeeb's tasks related to the 3rd User Story (Browse Vehicles for rent). Recognized his contribution in project documentation.  Acceptance: Presumably, the team accepts and approves Abdelrahman ElDeeb's identified tasks and appreciates his role in the project approach. |

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| 4. Motions |
| 1- Motion to approve the task breakdown, by Abdelrahman Alkhabbaz  Seconded by the whole team. |
| 2- Motion to assign the tasks, by Samer Hasna  Seconded by the whole team. |
| 2- Motion to end the meeting, by Ali Eldeeb  Seconded by the whole team. |