# **MEETING MINUTES 2**

| **Meeting Name:** | Coding | | |
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| **Date of Meeting:** | 03/02/2024 | **Time:** | 16:15-18:15 |
| **Meeting Purpose:** | Beginning of coding. | **Meeting Leader:** | Peter Samaha |
| **Prepared By:** | Boudy-Joe Samaha |

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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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| Technical challenges related to specific tasks, like issues with the database integration or CSS compatibility across different browsers. |
| The importance of clear communication among team members to ensure everyone understands their responsibilities and deadlines. |
| Adoption of a strategy to commend individual efforts to enhance motivation and acknowledge the hard work of team members. |
| Allocation of specific responsibilities: Samer Hasna for Contact Us and confirmation pages, Boudy-Joe Samaha for the front page, Peter Samaha for car listing and payment pages, Abdelrahman AlKhabbaz for database management, Ali ElDeeb for CSS, and Abdelrahman ElDeeb for feedback and Join Us pages. |
| Consideration of cross-training or knowledge sharing sessions to help team members understand different parts of the project, which can be useful for backup and in case someone needs to take over another's tasks unexpectedly. |
| The need for regular updates and check-ins to monitor progress and address any issues promptly. |
| Quality control issues, where the work submitted by some team members may not meet the expected standards, requiring revisions and additional time. |

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| 3. Meetings decision |
| **1.** **Individual Coding Contributions:**  Decision: Acknowledged and commended individual contributions for Sprint 2, including:  Samer Hasna's responsibility for contact us pages along with the confirmation page.  Boudy-Joe Samaha will be responsible for the front page of our website.  Peter Samaha's work on the car listing and payment page.  Abdelrahman AlKhabbaz's work on the database for the whole website.  Ali ElDeeb's work will cover all the css.  Abdelrahman ElDeeb will work on for the feedback and join us page.  Acceptance: Presumably, the team accepts and commends the individual contributions made during Sprint 2. |
| **2. Acceptance tests and Coding Breakdown for Sprint 2:**  Decision: Approved the Acceptance tests 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 Ali Eldeeb  Seconded by the whole team. |