# **MEETING MINUTES 1**

| **Meeting Name:** | Starting Sprint 2 | | |
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| **Date of Meeting:** | 02/29/2024 | **Time:** | 14:30-17:30 |
| **Meeting Purpose:** | Reviewing Sprint 1, Planning Sprint 2, and distributing work among group members. | **Meeting Leader:** | Samer Hasna |
| **Prepared By:** | Abdelrahman Alkhabbaz |

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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 reviewed Sprint 1 and discussed among ourselves the tasks that the team succussfully completed, though we faced some challenges. |
| AbdelRahman Eldeeb will be responsible for meeting minutes 1, and Acceptance tests. |
| Boudy-Joe Samaha will be responsible for the HTML of our website. |
| Peter Samaha and Samer will cover the images, css and js. |
| Abdelrahman Alkhabbaz will be reponsible for the backend, along with Peter Samaha. |
| Ali Eldeeb will be responsible for the front end and a few acceptance tests. |

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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 |
| To starting the set up for sprint 2. |

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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 Abdelrahman Eldeeb responsible for meeting minutes and acceptance tests, Boudy-Joe Samaha for front-end along with Ali Eldeeb, Peter Samaha and Samer Hasna will be responsible for Backend, and AbdelRahman Alkhabbaz will be responsible for the data base.  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: Every team member agreed with the discussion results, which covered understanding each person's strengths and how the team will work. |

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