# **MEETING MINUTES 3**

| **Meeting Name:** | Finalization of Sprint 2 | | |
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| **Date of Meeting:** | 03/07/2024 | **Time:** | 15:00-18:30 |
| **Meeting Purpose:** | Reviewing Sprint 2 before submission. | **Meeting Leader:** | Ali Eldeeb |
| **Prepared By:** | Abdelrahman Eldeeb |

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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.** **Final Review and Testing:**  Decision: Conduct a comprehensive final review of all website sections and complete end-to-end testing to ensure functionality, user experience, and design are up to standard..  Acceptance: The team agrees to prioritize these final tasks and commits to completing all testing and revisions by the set deadline. |
| **2. Launch Preparation:**  Decision: Finalize all pre-launch activities, including updating all content, ensuring all links and functionalities work correctly, and confirming the website is optimized for different devices and browsers. Responsibilities include:  Coordination by Samer Hasna to oversee the final touches and ensure all pages are linked correctly.  Boudy-Joe Samaha to ensure the front page has the final approved content and images.  Peter Samaha to prepare for the launch by setting up the necessary payment gateway checks.  Abdelrahman AlKhabbaz to secure the database and back up all critical data.  Ali ElDeeb to conduct a final CSS check for device and browser compatibility.  Abdelrahman ElDeeb to ensure all feedback mechanisms are functional and the Join Us process is seamless.  Acceptance: Team members confirm their tasks and commit to resolving any outstanding issues before the launch. |
| **3. Post-Launch Strategy::**  Decision: Establish a clear post-launch strategy focusing on monitoring website performance, collecting user feedback, and making necessary adjustments. Specific plans include:  Setting up a feedback collection system managed by Abdelrahman ElDeeb.  Regular performance monitoring assigned to Abdelrahman AlKhabbaz.  Customer service and response strategy led by Samer Hasna.  Marketing and outreach efforts to be coordinated by Boudy-Joe Samaha.  Continuous improvement of website features, led by Peter Samaha and Ali ElDeeb.  Acceptance: The team agrees to remain engaged and responsive after the launch, addressing any user concerns and improving the website based on feedback and performance analytics. |

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