# **MEETING MINUTES 1**

| **Meeting Name:** | Work Distribution | | |
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| **Date of Meeting:** | 03/15/2024 | **Time:** | 14:30-16:00 |
| **Meeting Purpose:** | Distributing the work, and deciding the process of work we will be following | **Meeting Leader:** | Ali 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 |
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| There was lots of issues that we needed to adjusted so we split them onto each others. |
| We adjusted GitHub repository for the third sprint and assigned the roles, Samer Hasna will be responsible of |
| the meeting minutes and will work on the agreement alongside Peter Samaha. Peter Samaha will work on the |
| agreement with Samer Hasna. In addition, he will do the sort by filter, and setting up the gps for the cars. |
| Boudy-Joe Samaha will do the UML diagram and the addendum. Abdelrahman Eldeeb will do the automatic |
| email that is sent once done. Abdelrahman Alkhabbaz will make sure that the admin is able to book a car for |
| himself. Ali Eldeeb will do the preparation for Sprint 4 and work on the issues that the TA advised to fix. |

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| 3. Action Items and issues |
| There was many issues to fix after the meeting with the TA regarding the website: |
| 1- Sorting by filter, we did not have this part |
| 2- Admin being able to book |
| 3- Booking in the future |
| 4- Seeing all the cars and when they will be available |

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| 4. Meetings decision |
| **1. GitHub Repository Adjustments:** Decision: Adjustments were made to the GitHub repository, specifically for the third sprint.  Acceptance: Presumably, the team accepted the need for these adjustments to enhance project organization and collaboration. |
| **2. Role Assignments:**  Decision: Specific roles were assigned to team members for Sprint 4. Samer Hasna will be responsible for meeting minutes and collaborating on the agreement with Peter Samaha. Peter Samaha will collaborate on the agreement with Samer Hasna, handle sorting by filter, and set up GPS for cars. Boudy-Joe Samaha will work on the UML diagram and addendum. Abdelrahman Eldeeb will develop the automatic email feature. Abdelrahman Alkhabbaz will ensure admin can book a car. Ali Eldeeb will prepare for Sprint 4 and address issues highlighted by the TA.  Acceptance: Members likely accepted their roles, recognizing the importance of clear task allocation for efficiency and accountability. |
| **3. Task Review for Sprint 3:**  Decision: The team reviewed the tasks for Sprint 3.  Acceptance: Presumably, the identified tasks for the third sprint were accepted by team members, indicating alignment on immediate project priorities. |
| **4. General Discussion**:  Decision: There was a general discussion covering individual capabilities, task distribution, and role management.  Acceptance: Team members likely accepted the outcomes of this discussion, fostering a shared understanding of strengths and operational procedures for effective collaboration. |

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