# **MEETING MINUTES 2**

| **Meeting Name:** | Progress Tracking | | |
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| **Date of Meeting:** | 03/18/2024 | **Time:** | 15:45-18:15 |
| **Meeting Purpose:** | Track progress of what everyone did | **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 and Issues |
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| The team met and run the website after all the updates and checked the progress. We made sure everyone is doing their part and we covered everything in the Sprint 3 rubric or will be covered by the time we submit. |
| Those are the updates on the website since our last meeting: |
| Samer Hasna did the meeting minutes, and helped in doing the user agreement. |
| Boudy-Joe Samaha did the addendum and will do the UML after asking the TA about it. |
| Peter Samaha did the user agreement and implemented the sorting filter for the homepage. |
| Abdelrahman AlKhabbaz started working on making the admin able to book. |
| Ali ElDeeb fixed the issues we faced in Sprint 2 and will work on the Sprint 4 preparation. |
| Abdelrahman ElDeeb did the automatic email with the help of Ali Eldeeb. |

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| 3. Meetings decision |
| **1. Individual Contributions and User Stories for Sprint 3:**  Decision: Acknowledged and commended individual contributions for Sprint 3, including:  Samer Hasna's completion of meeting minutes and assistance with the user agreement.  Boudy-Joe Samaha's completion of the addendum and planned work on the UML diagram pending TA consultation.  Peter Samaha's completion of the user agreement and implementation of the sorting filter for the homepage.  Abdelrahman AlKhabbaz's initiation of work to enable admin booking functionality.  Ali ElDeeb's resolution of issues from Sprint 2 and preparation for Sprint 4.  Abdelrahman ElDeeb's development of the automatic email feature with assistance from Ali Eldeeb.  Acceptance: Presumably, the team accepts and appreciates the individual contributions made during Sprint 3. |
| **2. User Story Task Breakdown for Sprint 3:**  Decision: Approved the task breakdowns for each User Story in Sprint 3, as reported by respective team members.  Acceptance: Presumably, the team accepts and approves the task breakdowns for Sprint 3. |
| **3. Continuation of Sprint 3 Execution and Sprint 4 Preparation:**  Decision: Agreed to continue the execution of assigned tasks for Sprint 3, ensuring adherence to timelines and objectives. Emphasized the importance of maintaining communication and collaboration among team members to promptly address any emerging issues or challenges that may arise. Additionally, acknowledged the need to prepare for the final stages of Sprint 3 and initiate planning for Sprint 4 to ensure a smooth transition between sprints and sustained project momentum.  Acceptance: Presumably, the team acknowledges and accepts the decision to focus on task execution, communication, and planning to effectively navigate the remaining stages of Sprint 3 and prepare for Sprint 4. |

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| 4. Motions |
| 1- Motion to run the website with the updates, by Abdelrahman Eldeeb  Seconded by the whole team. |
| 2- Motion to go over the Sprint 3 rubric line by line, by Boudy-Joe Samaha Samaha  Seconded by the whole team. |
| 2- Motion to end the meeting, by Abdelrahman Alkhabbaz  Seconded by the whole team. |