# **MEETING MINUTES 4**

| **Meeting Name:** | Coming up with the feature for Sprint 4 | | |
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| **Date of Meeting:** | 03/23/2024 | **Time:** | 12:45-14:30 |
| **Meeting Purpose:** | New feature implementation breakdown | **Meeting Leader:** | Boudy-Joe Samaha |
| **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, Decisions, Issues |
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| After the sprint planning session, the team met and discussed which new feature will be implemented, Boudy-Joe Samaha suggested the idea of having a Peer-to-Peer option where a person can rent out their car, this idea was approved by everyone. |
| Then the team did an implementation breakdown in details for the Peer-to-Peer rental option, and this is how the work will be divided. |
| Samer Hasna will lead the development of the new interface for peer-to-peer rentals. He will collaborate with the design team to ensure a user-friendly experience. |
| Boudy-Joe Samaha will oversee the implementation of the 10% fixed fee for rental transactions and manage the planning for Sprint 4. |
| Peter Samaha will focus on incorporating the mandatory insurance feature to protect both parties and ensure legal compliance. |
| Abdelrahman AlKhabbaz will work on implementing the premium subscription fee and the page that comes with it, and the check-out/check-in pages. |
| Ali Eldeeb will work on the re-routing tp peer-to-peer page, and on the renters login/signup page. In addition, will join Abdelrahman Alkhabbaz in working on the vehicle owner page to list their vehicle. |
| Abdelrahman ElDeeb will join Peter Samaha in revising the user agreement to accommodate peer-to-peer transactions. Additionally, he will contribute to the continuous integration (CI) process to streamline development workflows. |

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| 3. Meetings decision |
| **1. Decision on Samer Hasna's Tasks:**  Decision: Samer Hasna will lead the development of the new interface for peer-to-peer rentals. He will collaborate with the design team to ensure a user-friendly experience.  Acceptance: The team acknowledges Samer's expertise in frontend development and trusts him to deliver an intuitive interface for the peer-to-peer rental feature. |
| **2. Decision on Boudy-Joe Samaha's Tasks:**  Decision: Boudy-Joe Samaha will oversee the implementation of the 10% fixed fee for rental transactions and manage the planning for Sprint 4.  Acceptance: Presumably, the team accepts and approves Boudy-Joe Samaha's identified tasks and relies on his organizational skills for effective project planning. |
| **3. Decision on Peter Samaha's Tasks:**  Decision: Peter Samaha will focus on incorporating the mandatory insurance feature to protect both parties and ensure legal compliance.  Acceptance: Presumably, the team accepts and approves Peter Samaha's identified tasks and trusts his expertise in legal compliance and risk management. |
| **4. Decision on Abdelrahman AlKhabbaz's Tasks:**  Decision: Abdelrahman AlKhabbaz will work on implementing the premium subscription fee and the page that comes with it, and the check-out/check-in pages.  Acceptance: Presumably, the team accepts and approves Abdelrahman AlKhabbaz's identified tasks and relies on his skills for implementing subscription features and page development. |
| **5. Decision on Ali ElDeeb's Tasks:**  Decision: Ali Eldeeb will work on the re-routing to peer-to-peer page, and on the renters login/signup page. Additionally, will join Abdelrahman AlKhabbaz in working on the vehicle owner page to list their vehicle.  Acceptance: Presumably, the team accepts and approves Ali Eldeeb's identified tasks and appreciates his contribution to various aspects of the feature implementation. |
| **6. Decision on Abdelrahman ElDeeb's Tasks:**  Decision: Abdelrahman ElDeeb will join Peter Samaha in revising the user agreement to accommodate peer-to-peer transactions. Additionally, he will contribute to the continuous integration (CI) process to streamline development workflows.  Acceptance: Presumably, the team accepts and approves Abdelrahman ElDeeb's identified tasks and recognizes his role in ensuring the smooth integration of peer-to-peer transactions and CI processes. |

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| 4. Motions |
| 1- Motion to approve the new feature, by Abdelrahman AlKhabbaz  Seconded by the whole team. |
| 2- Motion to approve the feature implementation breakdown, by Samer Hasna  Seconded by the whole team. |
| 3- Motion to end the meeting, by AliEldeeb  Seconded by the whole team. |