# **MEETING MINUTES 2**

| **Meeting Name:** | Progress Tracking | | |
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| **Date of Meeting:** | 04/07/2024 | **Time:** | 15:45-18:15 |
| **Meeting Purpose:** | Track progress of what everyone did | **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 and Issues |
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| The team met and run the website after the new features were implemented and checked the progress. We made sure everyone is doing their part and we covered everything in the Sprint 4 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 did appendix A by adjusting the github environment. |
| Boudy-Joe Samaha did appendix A with Samer Hasna, by working on the repository. |
| Peter Samaha did the 3D feature implementation, and the testing for it. |
| Abdelrahman AlKhabbaz did appendix B, and made sure the code fits the instructions. |
| Ali ElDeeb fixed the issues we faced in Sprint 3 and helped in working on appendix C. |
| Abdelrahman ElDeeb did appendix C, and made sure the code fits the instructions. |

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| 3. Meetings decision |
| **1. Individual Contributions and User Stories for Sprint 4:**  Decision: Acknowledged and commended individual contributions for Sprint 4, including:  Samer Hasna's completion of meeting minutes and doing Appendix A.  Boudy-Joe Samaha's completion of the Appendix A.  Peter Samaha's completion of the 3D feature, and the acceptance testing for it.  Abdelrahman AlKhabbaz's completion of the Appendix B.  Ali ElDeeb's resolution of issues from Sprint 3 and helping with Appendix C.  Abdelrahman ElDeeb's completion of Appendix C, by checking the code’s understandability and cohesion.  Acceptance: Presumably, the team accepts and appreciates the individual contributions made during Sprint 3. |
| **2. User Story Task Breakdown for Sprint 4:**  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 4 Execution:**  Decision: Agreed to continue the execution of assigned tasks for Sprint 4, 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 4.  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 AlKhabbaz  Seconded by the whole team. |
| 2- Motion to go over the Sprint 4 rubric line by line, by Boudy-Joe Samaha Samaha  Seconded by the whole team. |
| 2- Motion to end the meeting, by Peter Samah  Seconded by the whole team. |