**Group 4 CSV Project**

Meeting Minutes: 08/02/2022

Next Sprint date: 09/02/2022

**Sprint 1: Preliminary meeting to discuss phase 1 of the project**

* Discussed phase 1 roles
  + Brandon – Scrum master, project backlog, Trello scrum board and basic log4j ideas
  + Natasha – Implementing file reading code to read the csv file and clean up duplicates
  + Stephen – Creating testing framework to be merged with Natasha’s code later
  + Alvaro – Creating git repository and setting up for collaborative coding – looking at creating SQL database for use late on.
* Discussed testing format and best ways to test Natasha’s code
* Discussed future actions for phase 2
* Discussed how to split up coding work during the week
  + Each phase has a coder and tester – swaps in each phase so everyone gets a chance to code and test at some point