Meeting Minutes Sprint 1 Meeting 2

Date: Friday February 6th, 2024
Duration: 30 minutes
Location: Hybrid - Faubourg 2nd floor, Concordia & Online

Members present:

- Ambrose McLaughlin
- Philippe Rebeiro
- Vinisha Manek
- Christopher Mezzacappa (online)
- Michael Mezzacappa (online)

Meeting Agenda:

- Creating the repository (adding all members, TA and Professor)
- Add the README file, 6 user stories as issues, and pages in wiki for meeting minutes

Discussion Points:

- Dividing the tasks
   Summary of discussion: Creating the repository, README file, user stories and meeting minutes were assigned to different members.
   Decisions Made:
   - Ambrose will create the repository, with help from Chris and Vinisha.
   - Phil will create the README file.
   - Michael will create the 6 user stories.
   - Vinisha will create the wiki pages for the meeting minutes.
   Action items assigned: Each member will need to do their respective task before Friday 6:30pm.

- Scheduling future meetings
   Summary of discussion: Everyone's schedules were compared to see when the best time to meet would be.
   Decisions Made:
   - Fridays between 4:00pm and 6:30pm
   - Mondays at 10:30am (Michael and Chris would join online)
   - Wednesdays after 10:00am (Michael will not be present due to class. Could discuss and work on back-end, then discuss and update Michael)
   Action items assigned: N/A

Next Steps

- Review all requirements needed for sprint 1
- Assign user stories
- Create burndown chart