**Meeting Minutes**

**January 22, 2016**

Recap of the architecture minutes

Next Friday we will show how to transcribe the courses into database

Also set up Github for Clozzy, Philippe, Ramy(?)

For documents we will have folders in the project repo

Division of tasks for Deliverable 1:

1. Presentation: Sabrina
2. Project Description: Sabrina will edit
3. Goals and constraints: Ricardo, Liuai, Anna
4. Resources:   
   Human resources: ALL, Sabrina will add it to the document   
   Technical: Programmers on monday will add a list.
5. Scoping: 3 & 4 need to be done before. Team meet up.
6. Solution Sketch: Matthew, Francis, Anna
7. Plan: Liuai, Philippe, Clozzy, Sabrina, Francis, Wahab, Jian
8. Prototype: Programmers (Francis, Matthew, Anna, Jian, Liuai)

Missing in tasks: Ramy

**TODO for everyone:**

Add yourselves to human resources document deadline: Friday 29th, 2016

Begin looking at your tasks.

Add a photo of yourself to your slack profile