

# Meeting 3: Release Planning Meeting 1

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16 JANUARY 2024

## ATTENDEES

Tanvir Hasan, Muhammed Bilal, Hamza Sidat, Marium Nur, Anjali Sabu, Abdul-Maalik Siddiqui, Amani Anderson

## AGENDA

- ☒ Collaboratively discuss user stories for the tool
- ☒ Create a shared document to work on the Release Planning document:
  - Marium created a Google document  
[https://docs.google.com/document/d/1yxR7afBnrbJMRkJ-vgYOmngxskluNjVH\\_3ax-mJpqML4/edit?usp=sharing](https://docs.google.com/document/d/1yxR7afBnrbJMRkJ-vgYOmngxskluNjVH_3ax-mJpqML4/edit?usp=sharing)
- ☒ Collaboratively discuss features that the tool should deliver:
  - Anjali and Amani listed down every expected feature based on the team discussion
- ☒ Set up GitHub for project management:
  - Bilal created a new project in our repository to list user stories, sprint backlogs and product backlog

## ACTION ITEMS FOR THE NEXT MEETING

- ☐ Set up product backlog, sprint task board, sprint backlogs and user stories
- ☐ Add labels and priorities as needed for user stories and tasks
- ☐ Translate features to user stories
- ☐ Split user stories into specific tasks/spikes and sub-tasks as needed
- ☐ Choose user stories and tasks for each of the five sprints
- ☐ Research which framework to use (Node.js, React, Python etc.)
- ☐ Research which API to use for summarization