Meeting 1: 09 January
Introductory meeting
- Selected a Web Summarizer and Shortener Tool for the Project
- Assigned roles to every group member

Meeting 2: 12 January
Project Proposal and Github
- Marium created a shared document to work on the Project Proposal
- Amani emailed Naser regarding doubts
- Bilal created the GitHub repository
- Every member contributed to the proposal with ideas and decided on a meeting schedule

Meeting 3: 16 January
Release Planning Meeting 1
- Collaboratively discussed user stories for the tool
- Marium created a shared document to work on the Release Planning
- Anjali and Amani listed down every expected feature from the tool based on the team discussion
- Bilal created a new project for the GitHub repository to list user stories, sprint and product backlog.
- To do for the next meeting:
  - Github: Product Backlog, Sprint Task Board, Sprint Backlogs
  - Translate items to user stories
  - Split user stories into specific tasks/spikes
  - Choose user stories for each sprint
- Misc to-do:
  - Research which framework to use (Node.js, React, Python etc.)
  - Research which API to use for summarization

Meeting 3: 19 January
Release Planning Meeting 2
- Finalised user stories and added it to the Github project
- Added labels and priority to each user story based on group discussions
- Deciding between Jira or Github for user stories and backlogs
- Amani moved user stories to Jira
- Bilal and Amani worked on updating Jira with user stories and tasks
- Discussing what frameworks and APIs to use
  - React (frontend) & Flask (backend)
  - Figma
  - Replicate for captions

Meeting 4: 23 January
Release Planning Meeting 2
- Meeting with TA for confirmation of features
- Additional user stories with recommendations from TA
- Decided to add a meeting notes folder on github and upload notes for each meeting into the folder - Anjali and Marium will work on keeping the meeting notes updated
- Marium added respective tasks for each user story in Jira
- Anjali restructured subtasks by adding them as child issues of each task instead of each user story
- To-do:
  - Update priority levels of each task
  - Assign tasks to each of the five sprints
  - Assign people to tasks
  - Add screenshots of all user stories, tasks and of each sprint in the release planning document
  - Finish up the release planning document