## Oct 8, 2023 5:00 PM | Team Meeting

**Meeting Notetaker**: Tereza Holubcova

**Attendees**: Sam Minor, Andrew Bement, [Kevin Menenello](mailto:kevin.menenello@maine.edu)

**Agenda**:

1. Woo’s and Boo’s
2. Around the Horn: progress updates on tasks
3. Individual Kanban Progress Updates

* When you begin working on a task assigned in the project management software, please mark it as “in progress” so the team knows you’ve begun working on it. Additionally, please add a link to any relevant documents you’ve created in the team Google Drive as a comment on the task in the issue tracker, so everyone knows where the work is being done.
* Upon completion of the task, please mark it as “Ready for Review”, so someone can come in afterwords, check the work, provide suggestions, and finalize the work for timely submission.

1. Communication Expectations

* Please remember, as a team we decided on a [communication policy](https://github.com/COS420-Fall23/The-A-Team) which only works if we adhere to it. Please remember to check in on the team Discord once a day during the school week, and once during the weekends on the day of our team meeting.

**Notetaker Notes and Action Items**

Notes

* Going over new document in google sheets for deliverable 1

Action items

* Break user stories into story tasks, and then break those down into functional and non-functional requirements