

Team Name/Number: Team J

Date: 01/26/2022

Chair: Carson Senthilkumar

Secretary: Haris Mahmood

Participants:

Jonah Ball

Jaskirat kaur

Louisa-Lina Meziane

Zachary Bruce

Wassim Nijaoui

Regrets: - None

Decision items:

- **Features to focus on**
- **Tasks for sprint 1 distributed**
- **Pairs focusing on implementation of core features**
- **Submission Task Responsibility**

Discussion items:

- **Features that take the most importance**
- **Any possible issues**
- **Questions or Concerns**
- **Committing requirements**
- **Pull requests**
- **Documentation**

Next meeting agenda*:

- Review all the criteria of the excel grading has been met.
- Review everyone's work
- Discuss possible issues for next Sprint.

***Start each meeting by determining the roles for that meeting—be sure to rotate roles.

*As you begin, consider the agenda, and update it if necessary.