Cosmic Coffee Crew

MEETING 4 02/11

horizontal line

11FEBRUARY **20**24 / 6:00 PM / Discord

# ATTENDEES

Jad, Boudour, Sara, Irina, Enrique, Hossam

# AGENDA

## Last Meeting Follow-up

The previous meeting ran longer than intended and not all members were able to stay longer than the originally agreed time so Jad, Boudour, Irina and Sara filled Hossam and Enrique in on the reworked user stories and how they were broken down into tasks. Everyone was satisfied with the assignment of the documentation tasks.

## Story Points

Hossam volunteered to assess the value, the priority and the risk of each of the tasks prior to assigning them story points.

## Contribution Log

Sara will take care of formatting the contribution log and each member will fill in the breakdown of their contribution once that is done.

## Documentation Issues

There was a little misunderstanding regarding where the project approach and technology description should be put but it was cleared up and google docs was created to allow everyone to add their parts to it before uploading the document to github. Some uncertainties were also cleared up regarding specifics of documentation formatting and content through discussion with the rest of the team. Everything is on track to be submitted on time for sprint 1.

## Communication with TA and Professor

## The TA was emailed during the meeting and she replied confirming that she got the update. The professor was also emailed to confirm that the email address that should be added to the repository was the one in the course outline, but he has yet to reply.

# NOTES

* Hossam will assess the value, the priority and the risk of each of the tasks.
* Sara will format the member contribution log.
* Everything is good with the TA but the professor urgently needs to be added to the repository

# ACTION ITEMS

1. **Assign story points**
2. **Fill contribution log**
3. **Add professor to the repository**

# NEXT MEETING’S AGENDA

1. Sprint 1 feedback
2. Introduction to Sprint 2