**Meeting 1**

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| **Date** | 06/02/2023 |
| **Meeting Time** | 15:00 – 18:00 |
| **Meeting Location** | UWE Frenchay Campus 2N24/40 |
| **Attendees** | Yazeed, Rohaan, Amro, Benjamin |
| **Absent** | N/A |

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| **Type of meeting** | Initial Meeting – Aims, Objectives & Requirements |
| **Project topics discussed** | * Setup project management application to be used by the team (Jira). * Chose tools used to create web-based database system (HTML/CSS/JS, Flask, NoSQL). * Identified project aim, and half of objectives |
| **Development plans (Next meeting)** | Identify the rest of project objectives & requirements (functional/non-functional) |
| **Notes** | Rohaan was assigned to be project leader at the start of the session and set-up a template document to outline aims, objectives & requirements. Rohaan has assigned roles & objectives to team complete in the session and next session.  Ben & Amro has worked on setting up Jira environment creating appropriate outlines.  Yazeed & Rohaan Have highlighted brief & key points to evaluate aims. Yazeed has setup Gitlab Group Repository.  Rohaan/Team have discussed with a concise aim of the project as well as coming up with a few SMART Objectives.  Team has discussed what applications will be used to create project.  Rohaan has assigned entire team to research the purpose of requirements & objectives in preparation for next meeting. |
| **Next date planned for meeting:** | 09/02/2023 |

End of week 2, we will plan design documentation in week 3 and 1 individual will start front end abit and then that individual will be the project leader to ensure fairness then the rest of the team are front end engineers or smth.