**Meeting Notes**

**Date: 20/02/2023**

**Time: 18:10**

**Venue: INB Lab**

**Attendees:** Gideon Clottey (Project Manager)

  Ozomata Asun

  Narinder

    Sonia

Godswill Daudu

**Agenda: User Stories Discussion**

**Discussion Points:**

1. We introduced ourselves as this was the 1st meeting.
2. Gideon was the Project Manager for today’s meeting.
3. A Github Repository was created, and all members received an invitation to join. The expectation is for everyone to share processes along the way and monitor progress *(we shouldn’t wait till the deadline before committing)*.
4. We reviewed the assessment/CRG to have a better understanding of the task at hand.
5. We made use of the Github Kanban to assign tasks.

**NEXT STEPS/TO-DOs:**

1. Godswill was assigned to draft the user stories and share with Team members - **Deadline:** 20/02/2023.
2. Ozomata and Narinder to come up with the wireframe design, dependent on (1) above **Deadline:** TBD
3. Stand-up meeting to be held via Teams on 21/02/2023 by 12:00pm, Ozomata was assigned the Project Manager for the day with discussions to be centered around reviewing the user stories.