

MINUTES

Date | time 12/4 | 15:30 | *Meeting called to order by* Eman

In Attendance

- Omar Sherif
- Mahmoud Radi
- Hala Eldaly
- Ahmed Abuzaid
- Gehad Ashry
- Eman Ayman

Minutes

1. Discussed the Trello lists functions and purposes. (see details)
2. SIQ assumed and used to edit the CRS.
3. Review sheet is reviewed and adjusted (separated tabs and added not applicable attribute).
4. Agreed upon the versioning criteria and how-to version files (version v1.0 in summary and Task ID in description).
5. Tasks have been assigned.

Details

- Trello has 4 lists:
 1. ToDo
 2. InProgress
 3. InReview
 4. Done
- ToDo has tasks created by the Team Lead and have unique IDs that used to connect tasks with their related documents, they may or may not have deadlines.
- Each task has two conditions: Create and Review.
- Review starts when the Create is InReview.
- Review moves to Done and the assignee should mention the Create assignee to review and edit the related file.
- When the reviewer verifies the edit that has been done by the Create owner, he moves the card to Done list.