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| **Date and Time** | 2/02/2025 7pm-10pm  3/02/2025 7pm-9pm |
| **Project Name** | FitXchange |
| **Meeting Goal** | * Agree code of conduct * Agree group name * Choose project * Setup together |
| **Facilitator** | Evan Balson |
| **Note taker** | Niwhar Amin  Mahbouba Rezaei  Hala Bakhtiar |
| **Attendees** | Niwhar Amin  Mahbouba Rezaei  Hala Bakhtiar  Evan Balson |
| **Roundtable Updates (each group member to contribute)** | * We all were present in the meeting and got the Docker to work. * We discussed and chose the name FitXchange * Hala created the Kanban board and set up the tasks. * Evan created the repository and branches. * Mahbouba and Hala completed the ethical issues and personas within the same time frame. * Niwhar created the project backlog and this document (meeting minutes). * Hala reviewed and collectively refined the project but mainly the description task. |
| **Discussion points** | * How to get Docker running * Project name * How much work has been completed * Setup docker * Troubleshoot with error codes * Assign left tasks to team members |
| **Actions (list tasks and assign a group member)** | Niwhar Amin – Project Backlog  Niwhar Amin – Meeting Minutes  Mahbouba Rezaei, Hala Bakhtiar – Ethical Issues  Mahbouba Rezaei, Hala Bakhtiar - Persona  Hala Bakhtiar - Kanban Board  Hala Bakhtiar - Meeting records completed  Evan Balson, Niwhar Amin, Mahbouba Rezaei, Hala Bakhtiar - Setting up Docker  Evan Balson - Github repository  Hala Bakhtiar - Project description refined |