**Project Backlog**

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| --- | --- | --- | --- | --- | --- | --- |
| **Task ID** | **Task Name** | **Description** | **Priority** | **Status** | **Assigned To** | **Due Date** |
| 1 | [Scaffolding Files and README Customisation](https://github.com/Evan-Balson/SE-Spring-Project/issues/4) | Scaffolding sets up the project structure, while README customises documentation for clarity and usability. | High | Done | **Mahbouba** | Feb 3 |
| 2 | [Docker Development Environment Setup](https://github.com/Evan-Balson/SE-Spring-Project/issues/5) | Set up Docker for coding with containers, ensuring isolated, reproducible, and efficient development environments. | Med | Done | **Hala** | Feb 5 |
| 3 | [Create Kanban Board For Sprint 1](https://github.com/Evan-Balson/SE-Spring-Project/issues/1) | Organise Sprint 1 tasks using a Kanban board for tracking progress and workflow efficiency. | High | Done | **Hala** | Jan 31 |
| 4 | [Create GitHub Repository - Set Up](https://github.com/Evan-Balson/SE-Spring-Project/issues/2) | Create and configure a GitHub repository for version control and project collaboration. | Low | Done | **Evan** | Jan 30 |
| 5 | [Project Documentation](https://github.com/Evan-Balson/SE-Spring-Project/issues/6) | Create clear, structured documentation outlining project goals, setup, and usage instructions. | High |  | **Niwhar** | Feb 4 |
| 6 | [Refine Project Description](https://github.com/Evan-Balson/SE-Spring-Project/issues/9) | Enhance project description to clearly define objectives, scope, and key features. | Med |  | **Niwhar** | Feb 5 |
| 7 | |  | | --- | | [Implement GitFlow Workflow](https://github.com/Evan-Balson/SE-Spring-Project/issues/10) | | Set up GitFlow for structured branching and streamlined feature development and releases. | Med | Done | **Evan** | Feb 2 |
| 8 | [Sprint Review and Adjustments](https://github.com/Evan-Balson/SE-Spring-Project/issues/11) | Review Sprint progress, gather feedback, and make necessary adjustments for the next iteration. | Med |  | **Hala** | Feb 6 |
| 9 | [Project Backlog](https://github.com/Evan-Balson/SE-Spring-Project/issues/13) | Prioritise and organise tasks for future development in the project backlog. | Med |  | **Niwhar** | Feb 4 |
| 10 | [Weekly Meeting Records](https://github.com/Evan-Balson/SE-Spring-Project/issues/12) | Document discussions, decisions, and action items from the weekly project meetings. | Med | Done | **Hala** | Jan 31 |
| 11 | [All Team Members' Initial Commit](https://github.com/Evan-Balson/SE-Spring-Project/issues/3) | Ensure all team members contribute their initial commit to the project repository. | High | Done | **Hala** | Jan 31 |
| 12 | [Identifying Ethical Issues](https://github.com/Evan-Balson/SE-Spring-Project/issues/8) | Recognise and address ethical concerns related to the project's development and impact. | Med | Done | **Mahbouba** | Feb 4 |
| 13 | [Create Code of Conduct](https://github.com/Evan-Balson/SE-Spring-Project/issues/15) | Establish guidelines for respectful, professional behaviour within the project team and community. | Med | Done | **Evan** | Jan 29 |
| 14 | [Decide Meeting Day & Time](https://github.com/Evan-Balson/SE-Spring-Project/issues/14) | Agree on a consistent day and time for regular project team meetings. | Med | Done | **Hala** | Jan 31 |
| 15 | [Creating Personas](https://github.com/Evan-Balson/SE-Spring-Project/issues/7) | Develop user personas to represent key target audience segments for the project. | Med | Done | **Mahbouba** | Feb 4 |
| 16 | [Meeting Minutes](https://github.com/Evan-Balson/SE-Spring-Project/issues/17) | Record key points, decisions, and action items from each meeting for future reference. | Med | Done | **Niwhar** | Feb 5 |