**Meeting Minutes  
Date & Time:** January 24, 2023 | 17:45  
**Location:** Concordia University, Hall Building, Room H929

### **1. Attendance**

* Shadi Marzouk (Secretary)
* Vanessa Cherbaka
* Andy Gabriel Ordy Honla (Scrum Master)
* Kalin Milanov
* Scott Svendsen
* Weitao Zhang

### **2. Agenda**

1. Team meet and greet
2. Individual skills and potential contributions
3. Team name selection
4. GitHub organization and repository setup
5. Communication channel decision
6. Project details for Sprint 1 (as explained by lab instructor)

### **3. Discussion and Decisions**

#### **3.1 Team Meet and Greet**

* All members introduced themselves and shared their academic background and areas of expertise.

#### **3.2 Individual Skills & Contributions**

* Each attendee outlined their experience and preferred areas of contribution (e.g., front-end, back-end, database management).
* The discussion helped identify skill gaps and possible collaborations among team members.

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#### **3.3 Team Name Selection**

* Several potential names were suggested and briefly discussed.
* The team unanimously agreed on the name **“TopNotchEngineering.”**

#### **3.4 GitHub Organization & Repository Setup**

* The **GitHub organization** was created under the name **TopNotchEngineering**.
* The **main project repository** was set up, satisfying the course requirements for version control and collaboration.
* Access rights and roles within GitHub were also decided.

#### **3.5 Communication Channel Decision**

* Different communication tools were discussed (Slack, Microsoft Teams, Discord).
* The team chose **Discord** as the primary channel for day-to-day communication and quick updates due to its ease of use and familiarity.

#### **3.6 Sprint 1 Details**

* The **lab instructor** provided an overview of the **Sprint 1** requirements, focusing on:
  + Basic project structure and documentation guidelines

### **4. Action Items**

1. **Set up Discord Server**
   * *Assigned to:* Andy Gabriel Ordy Honla
   * *Deadline:* ASAP
   * Each member should join and familiarize themselves with the channels.
2. **Finalize GitHub Repository Structure**
   * *Assigned to:* Shadi Marzouk
   * *Deadline:* Next meeting
   * Ensure readme files, branch protection, and collaboration rules are in place.

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### **5. Next Meeting**

* **Date & Time:** TBD (to be confirmed in Discord)
* **Agenda (Proposed):**
  1. Creation and review of user stories and sprint goals
  2. Task assignment and timeline for Sprint 1

**Meeting Adjourned at 19:25**