**SOEN 341 Meeting Minutes**

**Meeting Date: \_\_Oct 4th, 2023**

**Meeting Participation:**

|  |  |
| --- | --- |
|  | **Present / late/ left early / excused / absent** |
| **Manal** | **Present** |
| **Leen** | **Present** |
| **Kumai** | **Present** |
| **Yousef** | **Present** |
| **Gabriel** | **Absent** |
| **Steven** | **Absent** |

**Review of actions / activities from previous meeting: (each team member presents progress)**

|  |  |
| --- | --- |
| **Action #** | **Comment (complete, incomplete, etc.** |
| **1** | **Setup local php server, local database server, and coding environment (Completed)** |
| **2** | **Setup testing (Leen, Manal, Kumai, Yousef) (Completed)** |
| **3** | **Trouble shooting setup problems** |

**Main takeaways of today’s meeting:**

* Setup XAMPP Local server
* Setup MySQL DB Server
* Testing local host
* Testing database connection

**Actions for next week (individual tasks):**

|  |  |  |  |
| --- | --- | --- | --- |
| **Action #** | **Action** | **Responsible** | **Due date** |
| 1 | **Completing the setup and testing it** | **Gabriel and Steven** | **05/10** |
|  |  |  |  |