**SOEN 341 Meeting Minutes**

**Meeting Date: \_\_September 21th, 2023**

**Meeting Participation:**

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

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

|  |  |
| --- | --- |
| **Action #** | **Comment (complete, incomplete, etc.** |
| **1** | **Create Github repo** |
| **2** | **Add TA and teacher to the repo** |
| **3** | **Discussed technologies with TA during Lab** |

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

* Determined roles for the upcoming sprints
* Confirmed which technologies will be used for the project
  + Database: MySQL
  + Backend: PhP
  + Frontend: HTML, CSS, JavaScript, bootstrap, ReactJS
* Started working on the READme file

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Action #** | **Action** | **Responsible** | **Due date** |
| **4** | **Finalize Sprint 1 Content** | **Everyone** | **28/09** |
|  |  |  |  |