**SOEN 341 Meeting Minutes**

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

**Meeting Participation:**

|  |  |
| --- | --- |
|  | **Present / late/ left early / excused / absent** |
| **Manal** | **Absent** |
| **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** | **Creating a Wiki page** |
| **2** | **Creating Team Log and filling it** |
| **3** | **Discussing priorities of the tasks with the TA** |
| **4** | **Reviewing the Excel Planning Sheet** |

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

* Ensuring we have all what we need for sprint 1
* Making a list of the remaining tasks for sprint 1

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Action #** | **Action** | **Responsible** | **Due date** |
| **4** | **Finalize Sprint 1 Content** | **Everyone** | **29/09** |