Meeting Minutes

Project: Hiking Logbook
Date: 08 August 2025
Time: 48 minutes 23 seconds
Platform: WhatsApp Video Call
Minute Taker: Ntokozo Skosana

Attendees

- **Present:** Ntokozo, Risuna, Naledi, Annah

- **Absent:** Jane

Agenda

1. Review and discussion of Sprint 1 rubric.

2. Identify expectations for 100% achievement in Sprint 1.

3. Discuss project tech stack, structure, and tools.

4. Allocate initial tasks and responsibilities.

Discussion Summary

1. Sprint 1 Rubric Review

- Went through each rubric section in detail:

  - **Version Control:**

    - Use GitHub for repository hosting.

    - Maintain a proper README.md with project details, installation instructions, usage guide, and contribution guidelines.

    - Apply code quality tools (Prettier, ESLint for JS/React, possible GitHub Actions for automated linting).

  - **Work Planning:**

- Set up **GitHub Projects** for sprint tracking (Kanban board with "To Do", "In Progress", "Done").

- Track progress using issues and milestones.

  o **Prototyping:**

  - Create a wireframe in Figma.

  o **Testing:**

  - Plan for basic unit tests and UI testing before submission.

2. Project Tech Stack Confirmation

- **Frontend:** React.js with Tailwind CSS.

- **Backend/Database/Authentication:** Firebase.

- **Design Tool:** Figma for prototyping and UI design.

- **Version Control:** GitHub with a clear branching strategy.

3. Initial Tasks

- **Ntokozo:** Minutes, Setting up Github project for Work Planning.

- **Risuna:** Firebase account, Repo, Branch rules.

- **Naledi:** CI/CD Workflow, setting up testing tools and also integrating codecov badge.

- **Annah:** Notion setup

- **All:** Documentation of the Tech stack, Wireframes.

4. Absent Member

- Jane will be updated on the discussion and assigned tasks for Sprint 1.

Decisions Made

- Figma structure will match the discussed layout for clarity.

- GitHub Projects will be set up before next meeting.

- README.md must include a clear description, installation instructions, usage guide, and contribution process.

Next Meeting: 10 August 2025