Meeting Minutes-1
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Date/Location: 27-Feb-2025, Discord (Online)

Attendees:

Sahariyar (SA)

Abyad (AB)

Latifa (LA)

Nuzhat (NU)

Start Time: 11:04 PM

End Time: 00:53 AM

Decisions
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* The functional requirements will be written in User Story format with confirmation steps.
* The SRS must be finalized and reviewed by all of us by February 28, 2025, to meet the project milestone.
* Trello will be used for task management.
* GitHub will be used for version control.
* Discord will be used for team communication and discussions.

Actions
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Action	Allocated team member(s)	Deadline
Draft the Introduction section (Purpose, Audience, Scope)	AB, NU	28/02/2025
Draft the Overall Description section	SA, LA	28/02/2025
Draft Functional Requirements (User Stories & Confirmation)	SA, NU	28/02/2025
Draft Non-Functional Requirements	NU	28/02/2025
Review and provide feedback on SRS draft	AB, LA	28/02/2025
Proofread and finalize SRS document with revisions	SA, AB, LA, NU	28/02/2025

Set up Discord for overall project discussion	SA	01/03/2025
Create Trello board for task tracking	AB	02/03/2025
Set up GitHub repository and share access	LA	03/03/2025