First meeting
Date:08/11/2024

Group members who attended:
Member 1: CloudTables-Customer
Member 2: :CloudTables-Service and github
member3:CloudTables-Manager

Main meeting agenda:
-Introduce members of the team and assign tasks and subsystems
Communicate the main objectives and timelines
-Get the GitHub repository set up to be able to commit our work
-Set up future meetings and channels of communication

Summary:
Introduction: Every member of the team presented a quick overview of there experience in related areas, such as previous work in mobile and web applications, cloud computing, and overall project management experience.This brief discussion helped us decide what task best suited each team member's skill set during the project.
Assigning tasks—uniqiqe subsystems based on experience and knowledge were then assigned to each team member.
Member 1: CloudTables-Customer
Member 2: :CloudTables-Service and github
member3:CloudTables-Manager

Github repository (member 2):
I created a new repository on github and then allowed access to all team members.

Future meetings:
The team has agreed to have a meeting every 3 to 4 days for routine check-in and accountability meetings. I (member 2) will regularly upload documents describing our meeting and future tasks to github after each meeting. These meetings will have a clear agenda that will be agreed upon prior.

Future actions:
for all members:
-Initialise a first quality requirement draft
-review and understand the subsystem requirements outlined in the case study specification.
-Take note of any concerns or questions ready for next meeting
Member2:
-Share meeting agenda with the team
-Upload this document to github
-Finish the repository structure and documentation, making it a READ ME file.