Meeting Minutes

Team Name: PROJ
Sprint: 1
Meeting #: 1
Date: September 18th, 2025
Location: Hall Building – H907
Attendees: All team members were present

Team Members

Name	Student ID	GitHub Username	Role
Jawad Hamed Mohammed Mahyoub Al-Aqlani	40272579	JawadAl-Aqlani	Frontend
Ahmad Al Habbal	40261029	ham340i	Team Leader / Frontend
Abd Al Rahman Al Kabani	40247395	aboudka2003	Backend / Frontend
Mena Boulus	40291619	menaboulus	Frontend
Abed-Elmouhsen Cherkawi	40323359	A-CHERKAWI	Backend
Harjot Minhas	40315397	M1nha5	Backend
Fady Dous	40190778	fady0101	Backend

Description of Project

Our project is a web-based application that provides a centralized platform for campus event management and ticketing.
Students will be able to discover events, reserve tickets, and check in with QR codes.
Organizers will create/manage events, track attendance, and export attendee lists.
Administrators will approve organizers, moderate events, and oversee participation statistics.

The goal is to deliver a **prototype** that demonstrates these features as a foundation for a complete system.

Objectives Discussed

- Team introductions and role assignments.
- Agreed to follow Agile Scrum process: sprints, backlog, user stories, GitHub issues.
- Initial planning on how to organize the GitHub repository.
- Chose basic stack options to be further discussed:
  - • Backend (Java with Spring Boot or Node.js)
  - • Frontend (JavaScript/React, HTML/CSS)
  - • Database (SQL)
- Decided to document minutes for each meeting following the required naming convention.

Decisions / Outcomes

1. Everyone introduced themselves and shared skills/experience.
2. Ahmad was confirmed as Team Leader/ Administrator
3. Team agreed on GitHub as the main collaboration platform
4. Decided that future meetings will start focusing on actual repo setup, user stories, and task breakdowns.

Action Items

- Create GitHub repository for the project.
- All members: ensure GitHub accounts are ready and shared with the team.
- All members: review the project description document before the next meeting.
- Backend team: begin exploring Spring Boot vs Node.js options.
- Frontend team: brainstorm simple wireframes to present next meeting.

Next Meeting

Date/Time: Wednesday, Sept 22nd, 2025 — 6:30 pm

Agenda: Repo setup, initial wireframes, backend boilerplate research, and assign Sprint 1 user stories.