

Meeting Minutes

Team Name: PROJ

Sprint: 1

Meeting #: 2

Date: September 22nd, 2025

Location: Discord

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 discover events, reserve tickets, and check in with QR codes. Organizers create/manage events, track attendance, and export lists. Administrators approve organizers, moderate events, and oversee participation. The goal is a functional prototype of these features.

Objectives Discussed

- Clarified roles: Students, Organizers, Administrators.
- Defined key features: event discovery, ticketing with QR codes, dashboards, CSV export, moderation.

- Agreed on Agile Scrum process: sprints, user stories, GitHub issues, backlog tracking.
- Chose languages & techniques: Backend Java/Node.js, Frontend JavaScript, Database SQL, MVC + REST APIs.
- GitHub usage: branching, pull requests, and commit messages linked to issue IDs.

Decisions / Outcomes

1. Everyone attended the meeting and agreed on the initial plan.
2. Team will create GitHub Issues for user stories (US#) and tasks (Task#).
3. Commits will reference issue IDs (e.g., Add QR code generator [US#5, Task#12]).
4. Ahmad will oversee repo setup and assign issues.
5. Backend members research Spring Boot/Node.js setup (Fady, Harjot, Abed-Elmouhsen)
6. Frontend members start wireframes and React setup (Ahmad, Abd Al Rahman, Jawad, Mena)

Action Items

- All members: setup local environments.
- Ahmad: finalize GitHub repo setup and sprint planning board.
- Frontend: draft wireframes and UI components.
- Backend: outline database schema and server boilerplate.
- Everyone: use proper commit messages tied to issues.

Next Meeting

Date/Time: Wednesday, Sept 24th, 2025 — 8:30 pm

Agenda: Review repo setup, wireframes, backend boilerplate; assign Sprint 1 user stories.