

Meeting Minutes

Team Name: PROJ

Sprint: 1

Meeting #: 3

Date: September 24th, 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

Objectives Discussed

During yesterday's meeting, the team reviewed all outstanding items from the sprint backlog and went over every user story and related tasks. We finalized the scope of Sprint 1, confirmed responsibilities for each member, and ensured that all issues were properly created in GitHub with corresponding branches. The group agreed on using meaningful commit messages that reference issue numbers, and we validated that our workflow with pull requests and reviewers is aligned with project requirements. This meeting marked the completion of our initial planning phase and the transition into implementation.

Decisions / Outcomes

1. The team finalized the overall project scope and confirmed the core features (event discovery, ticketing with QR codes, dashboards, and admin moderation).
2. Each issue was reviewed and finalized with clear user stories, acceptance criteria, and tasks.
3. Responsibilities were confirmed: backend and frontend roles remain as previously assigned, and all members will contribute documentation and reviews in Sprint 1.
4. Everyone agreed to follow a consistent commit message style referencing issue IDs (e.g., `Docs: US.02 Save Event to Calendar notes & tasks (closes #2)`). All pull requests will be reviewed by at least two teammates before merging to main.
5. The team agreed this meeting concludes the planning phase, and development work will start immediately in the next sprint tasks.

Next Meeting

Date/Time: TBD

Agenda: TBD