**(Software Architecture & Design) MEETING NOTES SHEET)**

**Team Members:**

* Keisha Geyrozaga (GEY23581805) – Product Owner
* Anderson Ricardo Gomes Ballesteroz (GOM21551647) – Scrum Master
* Clement Irivbeguai (IRI22514509) – Team Member
* Angelo Bongon (BON22529894) – Team Member

**1****st Meeting (26/01/2025 – 8:15PM)**

**Meeting Notes**  
Our first team meeting was held on 26/01/2025 from 8:15 PM to 8:35 PM via Microsoft Teams. During the call, we discussed the team agreement, its content, and the signing process. We also reviewed the timesheet availability page, including how it can be updated weekly. Additionally, we covered the Code of Conduct and outlined the next steps for the team moving forward.

