

Meeting Minutes – Meeting # 1

Date : 9/14/2025

Attendees : Sabine, Magnus, Fiacre, Ahmed, Joas, Matei, Alexandre, Mateo.

Meeting Agenda:

- Verify that all team members' info is included in the README file.
- Confirm planned programming languages used for this project.
- Discuss user story creation on GitHub.
- Review Sprint 1 requirements and divide tasks.

Discussion Points:

- README update :
 - o Objective & Project Description: Added and reviewed.
 - o Open PRs: 2 pull requests pending review.
 - o Team members' information in README file:
 - Done : Sabine , Magnus , Alexandre, and Fiacre.
 - Missing: Ahmed, Joas, Matei, Mateo.
- User Stories:
 - o Task Division (Writing & Development):
 - User experience portal: Ahmed, Sabine, Matei.
 - Organizer event management portal: Magnus , Alexandre, Derek.
 - Admin portal: Fiacre, Joas, Mateo.
 - o Collaboration Approach:
 - Assign two members per feature to jointly write and refine the User Stories, then handle related development/testing.
 - After completion, request review from three other team members working on different features.
 - o Missing:
 - Additional feature.
- Sprint Tasks & Planning:
 - o Sprint 1 requirements : [Grading for Sprint1 \(in detail\).xlsx - Google Sheets](#)
- Programming languages:
 - o C# or Python?
 - Decision: C# .

To Do:

- User stories creation.
- Add a subfolder for meeting minutes.
- Additional feature brainstorming + user stories.