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| American University of Bahrain | |
| Date | 16/03/2023 |
| Topic | Sprint Two Plan |
| Meeting start time | 16:00 |
| Group name | All groups |
| Attendees | Maram, Matthew, Imran, Farah, Shahd, Yousef |
| Absentees | Farooq (excused), Huda (excused), Mariam |
| Agenda | 1. Sign-in page 2. Conducting meetings 3. Role assignment 4. Documentation |
| Issues raised | 1. Sign-in page is incomplete.    1. The landing page is not very user-friendly. 2. Dr Fatema needs a progress report on Sprint 1 and Sprint 2. 3. Dr Hasan needs to be interviewed for the program lead requirements. 4. The meeting minutes require a consistent format. 5. Documentation is found in multiple places, including WhatsApp and GitHub. 6. The SRS documentation needs to be officially started. |
| Action plan | 1. Farah will work on the page designs.    1. Huda, Imran, and Shad will focus on the sign-in page.    2. Farooq, Yousif, Mariam will work on making the system more user friendly. 2. Maram will talk to Dr Fatema about the progress for Sprint 1 and Sprint 2. 3. Huda will interview Dr Hasan for the program lead requirements. 4. Farooq will format all meeting minutes based on a template provided by Maram. 5. All documentation must be found on GitHub, and any new documents must be uploaded to the respective folders in the repository. 6. Each section in the SRS document must be revised by their respective groups and reviewed by the TA before adding it to the semi-final report. |
| Meeting end time | 17:00 |
| Minute's recorder | Maram, Farooq |
| Signatures |  |