

## **Kick Off Meeting for Project**

**Meeting Minutes – 9<sup>th</sup> January 2025, 12:00PM to 1PM**

**Venue – Library Room 503A**

### **Attendance –**

- Geoffrey Jensen – Scrum Master
- Nicholas Parise – Product Owner
- Ethan Brennan
- Stephen Stefanidis
- Justin Thomas Bijoy
- Anthony Medico

### **Minutes**

- Overview of the Project Idea
  - The project will focus on building a Wishlist/Notetaking web application.
  - Purpose: To create a collaborative space for listing items and gifts, helping users avoid duplicate purchases within family or friend groups.
- Feature Brainstorming and Requirements Discussion
  - Key features identified include:
    - User Registration: Allow users to create accounts.
    - Wishlist Creation and Sharing: Users can generate shareable Wishlist via links or QR codes.
    - Marking Items: Ability to mark items as purchased or completed on the Wishlist.
    - Wishlist Quantities: Indication of quantities for each item and whether this information is public.
    - Data Tracking: Track trends or usage for future insights.
- Finalizing the Project Proposal Document
  - Tasks assigned included uploading the proposal to GitHub and including essential details:
    - Description, objectives, and milestones.
    - A README file for onboarding.
  - Tools and Resources Setup
    - Tools confirmed for the project:
      - GitHub: Repository setup
      - Jira: Task management and tracking.
      - Google Drive: Documentation storage.
  - Monetization Strategy Discussion
    - Potential ideas:

- Sponsored recommendations.
  - Subscription plans with advanced features.
- o Future Meetings
  - Weekly meeting schedule finalized: Fridays, 11 AM – 12 PM.
  - Documentation of future meeting minutes to be stored in Google Drive for team access.
- Next Steps
  - o Finalize and upload the project proposal - Nick will submit, no one else.
  - o Begin initial development tasks outlined in the proposal.
  - o Assign team roles and responsibilities for the upcoming sprints.