# Meeting summary

A meeting was held between team members to discuss the Movie Manager Website project on November 1. These topics were discussed:

1. Tools that will be used
2. Communication avenues
3. Docs standardization
4. Results of Responsive VS Adaptive report and preferred methodology
5. Framework usage & quick training
6. Task assignment

## Tools

We discussed the tools we will be using to develop the application during our RAD development cycle. We will be using the provided webserver for deployment and final testing. Individually, we will use a preferred testing tool like XAMPP or USBWebServer. Team members will use our preferred code editors/IDEs.

## Communication Avenues

We decided on using the project GitHub as the primary avenue of communication. We will use the new *GitHub Discussions* section to do this. Members will post in the main discussion thread to communicate.

Using a single program to handle most aspects of the project should help keep information in one place for documentation purposes.

## Doc standardization

We selected the Microsoft Word style Theme “Shaded” for our docs for this project. All docs for the project should use this theme.

## Responsive vs Adaptive

We discussed the outcome of the Adaptive VS Responsive report and collaboratively decided on a conclusion for the report. We decided to use the Responsive methodology with the help of the framework “Bootstrap 4”.

## Framework usage

We ran a quick demo to ensure we were all familiar with basic usage of the framework, showing styling and script setup using Bootstrap’s Content Delivery Network.

## Task assignment

We reviewed the project Kanban board, created using GitHub projects. We distributed the remaining tasks between team members:

* ‘Record suitable testing for the project’
* ‘Adapt prototype to use responsive techniques’
  + Search for movie page
  + Table of search results
  + Graph of top 10 movies