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Sprint 1 – Meeting Documentation – Mind Hack   
Software Process

Presented to Dr. Joumana Dargham and Project Coordinator Jimi Mehta

SOEN 341 - S

Concordia University

Gina Cody School of Engineering and Computer Science

We certify that this submission is the original work of members of the group and meets the Faculty’s Expectations of Originality

**Meeting #1: Tuesday 24th of January 2023**

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| **1. Meeting Objective** |
| * Create the GitHub Repository as well as adding the team members to that repository. * Discuss on the programming languages for frontend and backend of the website. * Separate the workload for Sprint #1. |

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| **2. Attendees** | | |
| **Name** | **Department/Division** | **E-mail** |
| Michel Kandalaft | Computer Engineering | michel.kandalaft1@gmail.com |
| Ryan Kattoura | Computer Engineering | ryankattoura26@gmail.com |
| Rahul Patel | Computer Engineering | rpatel1241@gmail.com |
| Lara Louka | Software Engineering | laraconcordia1@gmail.com |
| Sophie Hajjar | Software Engineering | sophieh111@hotmail.com |
| Carlo Costa | Computer Engineering | carlo.costa@hotmail.com |

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| **3. Meeting Agenda** |
| **Topics** |
| The first meeting was mainly focused on creating the GitHub Repository for our project as well as adding the team members to this repository. We have also started discussing what programming languages we are going to use for the frontend and backend process of the website. We have limited our brainstorming down to React including HTML and CSS for the frontend portion as well as JavaScript or PHP. for the backend portion of the project. Finally, we settled the workload for each team member that must be completed before the submission deadline for Sprint #1. |

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| **4. Preparation** | |
| **Description:** | **Prepared by:** |
| Creating the GitHub Repository | Ryan Kattoura |
| README file |  |
| Task Breakdown (User Stories) |  |
| Meeting Minutes Documentation | Michel Kandalaft |

**Meeting #2: Wednesday 1st of February 2023**

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| **1. Meeting Objective** |
| * Quick meeting to finalize the deliverables for Sprint #1. * Discuss our plan for completing the project throughout the following sprints. |

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| **2. Attendees** | | |
| **Name** | **Department/Division** | **E-mail** |
| Michel Kandalaft | Computer Engineering | michel.kandalaft1@gmail.com |
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| Sophie Hajjar | Software Engineering | sophieh111@hotmail.com |
| Carlo Costa | Computer Engineering | carlo.costa@hotmail.com |

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| **3. Meeting Agenda** |
| **Topics:** |
| In this second meeting, we have finalized the required documents that we have to submit in Sprint #1 as well as organized the files for the submission. We have also started discussing our plan for completing this career service application throughout the semester. |

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| **4. Preparation** | |
| **Description:** | **Prepared by:** |
| Finalization and organization of the documents to submit for Sprint #1. | All team members |