## Feb 11, 2024 | [Night Owlers Status Update](https://www.google.com/calendar/event?eid=NmM3dDM1OG1tZ2VpNzQzbnRkbzl0Y2YxZ24gc2hhbWlpdmFuQG0)

Attendees: Theebika, Angru, Ivan, Jutipong, Ryan

Meeting time: 2:00 pm - 2:45 pm

Location: Zoom

# Agenda

## Status update

* Review all the User Stories (Jutipong and Ryan are taking care of)
  + Ryan will take care of User Stories 1 to 3
  + Jutipong will take care of User Stories 4 to 6
* Need to assign Tasks and list tasks (Ivan)
* Sprint 2 Planning ( Ivan)
  + Facilitated the Sprint 2 planning.
  + Discussed timelines, goals, and dependencies for the upcoming sprint.
* Project Approach is completed
* Read Me needs to be completed (Project description and team members and roles)
  + Project description (Jutipong)
  + Team members and roles (Theebika)
* Wiki
  + Add documentation
* Upload Meeting Minutes (Theebika)
* Pace of Progress
  + All agreed things are moving at the right pace.
* Discussed about who’s doing which task
  + Each member chooses roles
  + Assign tasks associated with the roles

## Action Item:

* Need to do a Burnout chart (Ivan)
  + Assign the difficulty and priority of each issue
  + Assign a task for each member
  + Add a label for each issue
* Link Task to User stories (Ryan and Jutipong)
* Add Folder for Sprint 2 to 4
* Upload meeting minutes and log file in the sprint 1 folder (Theebika)
* All team members committed to completing tasks by tonight.
* Finalized work to be uploaded on GitHub.
* Upload and Review the GitHub content.