

# Minutes

## Board meeting

DATE	November 6 <sup>th</sup>
TIME	6:00 PM
MEETING CALLED TO ORDER BY	Ryan Abdalla

### IN ATTENDANCE

Ibrahim Ahmad, Etienne Vorms, Wendy Mbog, Madona Beshara, Saeed Ramez Fakhouri, Nagha Abdoul-Aziz Koné, Abderraouf El Khalil Karoun, Ryan Abdalla

### APPROVAL OF MINUTES

The minutes were read from the October 30<sup>th</sup> meeting and were approved.

### BOARD

The roles of each team member have been chosen for the fourth sprint. As discussed in the last meeting, each of us had their own tasks to accomplish ahead of sprint 3, and this meeting was meant to keep us close and connected upon the start of our work regarding the sprint 4 deadline.

### REPORTS

We met to make sure the GitHub looked fresh and clean ahead of sprint 4 in which we were scheduled to have implemented all core features. Each one of us shared what they were thinking ahead of the end of our first Agile development project. We spoke about how we were going to proceed regarding the fourth sprint deadline, which requires us to split the remaining tasks efficiently. We then proceeded in discussing each of our tasks that we needed to complete by Monday and finished the meeting with motivating each other so we can focus on the next documents that we need to submit on our next meeting.

### ANNOUNCEMENTS

We are now advancing in the final part of our project, which requires us to fully implement our web application, but also conduct numerous tests. This will require motivation and great planning, which is why we are encouraging communication between each other.

### NEXT MEETING

November 17<sup>th</sup>, Concordia University – CL Building 220