

# Minutes

## Board meeting

### DATE

September 18th

### TIME

6:00 PM

### MEETING CALLED TO ORDER BY

Saeed Ramez Fakhouri

### 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

This was the first meeting, therefore there was no approval of minutes.

### BOARD

The roles of each team member has been chosen for the first sprint, Saeed is in charge of the minutes, Ibrahim and Madona are working on the description of the project where they talk about the different features, Wendy will focus on the user stories, Abdoul on the task breakdown, and Etienne, Rayan, Khalil will be working on the GitHub making sure the repository and project workspace are taken care of.

### REPORTS

We sat down and immediately started discussing about what and how we were going to complete Sprint 1. We agreed to share a google docs file with the team to complete the README file, as well as all the written requirements of Sprint 1 to stay organized. At the same time, the GitHub project workspace had to be created, and while it was complicated to include everyone because of some technical issues, we managed to make it work. We then divided the work for Sprint 1, in which we agreed on what tasks each member would work on. With that, our first meeting was over.

### ANNOUNCEMENTS

We will now need to start building our project, which will need skills in planning, coding, testing, and collaborating within the group members. Aiming for an Agile framework, we will break down our work into manageable tasks, prioritize features, and keep iterating based on feedback. Whether it's frontend or backend, every team member will play a role in making sure we deliver something functional at the end of each sprint.

### NEXT MEETING

September 30<sup>th</sup>, Concordia University – CL Building 220