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| Course | CSIS 3280 | Section | | 002 | Term | | Summer 2020 |
| Professor | Bambang A.B. Sarif | | | | | | |
| Title | Kickoff Meeting | | | | | | |
| Date | **June 29, 2020** | | Time | | | **5:30 PM to 6:20 PM** | |
| Responsible | **Fernando Viana Maia** | | | | | | |
| Location/Platform | Online Metting – Microsoft Teams. | | | | | | |

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| **Attendees** | | |
| Name | Email | Student Id |
| Fernando Viana Maia | vianamaiaf@student.douglascollege.ca | 300320728 |
| Joel Giladi | giladij@student.douglascollege.ca | 300302313 |
| Qiuming Wei | weiq4@student.douglascollege.ca | 300312797 |

# Topics

Definition of basic project elements such as:

1. Project Theme: Student Registration Web Application.
2. Repository for documents: Google Docs - Shared Folder.
3. Repository for the code: GitHub.
4. Group Team Leader.
5. Online platform for next meetings: Skype.

# Done

* Not applicable at this moment because it was the first meeting. In the future this section is going to provide details of what was done since the last time the group met (per person).

# What is working well

* Collaboration amongst the team members.
* GitHub project repository is already set up and tested.

# What is not working well

* The software for collaboration (Teams) has some features that not every account is able to use. For the next meeting we are going to use Skype.

# Next Steps

* Create Shared Folder on Google Docs
* Create the skeleton of the required documents
* Suggestions of Name for the App, so we can vote in next meeting.
* Suggestions of Design for the Data Model (Tables).
* Templates for HTML/CSS.
* Features and why these add value to the project.