Group 5 Date: January 29th Time: 18:00 Duration: 30 Minutes

Present, on time: Dan Hrubec, Julian Gonzales, Victor Fong, Joseph Canning

Present, not on time: None

Absent: None

**Synopsis:**

We met together and introduced ourselves to each other. Talked about some of the development ideas that worked well last semester for CS 440 and talked about some things that didn’t go so well. Decided on Clickup as our workspace for the development for our first sprint. Discussed some potential project ideas for this semester.

**Recent Individual Accomplishments:** Victor was able to set up and configure Clickup, which will act in place of Jira this semester. We all were able to join the workspace and familiarize ourselves with the new environment.

**Current Individual Activities:**

Not many individual activities done as we have not started the actual coding of the project. We all discussed and decided on which project to work on and created the document to begin our scenario once we have the project report.

**Individual Action Items:**

Victor: Created the Clickup workspace and helped decide on which project to work on for the semester.

Dan: Filled out the weekly minutes sheet and helped decide on the project to work on.

Victor: Narrowed down our ideas to a top 3 for our project and gave input on which one to work on this semester.

Julian: Created and started the scenario document as well as helped us decide on which project to work on.