

MEETING MINUTES

ADMIN MEETING

Date: February 13th

Time: 4:00 PM

Meeting called to order by: Rojan

IN ATTENDANCE

Zain, Yin, Kito, Naputt, Basel

ROLES ASSIGNED

Rojan – CH, Yin – CF, Zain – ME, Kito – ME/TW, Naputt – TW, Basel – RI

DISCUSSION POINTS

Chose project 1. Team strengths. For development approach decided on Test-Driven Development. Belbin/Assigned Roles.

Roles:

- Basel + Kito – Front End
- Yin + Naputt – Investigate Backend
- Naputt – Create Database
- Zain – Minutes + Short Documentation
- Rojan – Github + Backlogs

ACTIONS FOR NEXT MEETING

- Review progress
- Address roadblocks (frontend/backend investigations)
- Ensure initial database structure in place

NEXT MEETING

Next meeting February 19th

Motion to adjourn was made at 3:15 p.m. and was passed unanimously.