

# Team

**T30 Geeazy**

## Minutes of Meeting #

**Date:** Jan 15th, 2021

**Time:** 8:00 AM – 10:00 AM

**Location:** virtual in Blackboard

### Attendees:

Team Manager 1: Ibrahim Moallim  
Team member 3: Farhan Mohammed  
Team member 2: Rezwan Tarin  
Team member 4: Abdurahman Ahmed  
Team member 5: Honek Megesha

## Agenda

Item	Description	Responsibility	Planned completion Date	Status % done till date	Actual Date
Review of previous Semester	Review and discuss the project from sprint one until sprint 4.	All team members responsible.	Jan 30 <sup>th</sup> 2021	0	Jan 15 <sup>th</sup> 2021
Tasks Assigned as we add one more member	<ul style="list-style-type: none"><li>Ibrahim and Rezwan to do project plan.</li><li>Farhan and Henok to do team charter.</li><li>Rezwan and Abdurahman to do project status,</li><li>Rezwan and Ibrahim to do minutes of meeting.</li></ul>	All team members responsible for their own tasks.	Jan 30 <sup>th</sup> 2021	0	Jan 15 <sup>th</sup> 2021
Item # 1...	Project plan.	Ibrahim and Rezwan	Jan 30 <sup>th</sup> 2021	0	Jan 15 <sup>th</sup> 2021
Item # 2...	Team charter	Farhan and Henok	Jan 30 <sup>th</sup> 2021	0	Jan 15 <sup>th</sup> 2021
Item # 3...	Project status	Rezwan and Abdurahman,	Jan 30 <sup>th</sup> 2021	0	Jan 15 <sup>th</sup> 2021
Item # 3...	Minutes of meeting	Rezwan	Jan 30 <sup>th</sup> 2021	0	Jan 15 <sup>th</sup> 2021

Next meeting date	Date: Jan 22, 2021 Time: 8:00 am Location: Blackboard Agenda: TBD  <b>Signature:</b> Team manager 1: Ibrahim Team member 2: Rezwan Team member 3: Farhan Team member 4: Abdurahman Team member 5: Henok				
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<b>Team</b> <b>T30 Geeazy</b>  <b>Minutes of Meeting #</b>  <b>Date:</b> Jan 22th, 2021 <b>Time:</b> 8:00 AM – 10:00 AM <b>Location:</b> virtual in Blackboard					
Attendees:                      Team Manager 1: Ibrahim Moallim Team member 3: Farhan Mohammed Team member 2: Rezwan Tarin Team member 4: Abdurahman Ahmed Team member 5: Honek Megesha					
<b>Agenda</b>					
Item	Description	Responsibility	Planned completion Date	Status % done till date	Actual Date
Review of previous meeting	Review and discuss the project for Sprint 5.	All team members responsible.	Jan 30 <sup>th</sup> 2021		Jan 22 <sup>th</sup> 2021
Tasks Assigned as we add one more member	<ul style="list-style-type: none"> <li>Ibrahim and Rezwan to do project plan.</li> <li>Farhan and Henok to do team charter.</li> <li>Rezwan and Abdurahman to do project status.</li> </ul>	All team members responsible for their own tasks.	Jan 30 <sup>th</sup> 2021	50%	Jan 22 <sup>th</sup> 2021

	<ul style="list-style-type: none"> <li>Rezwan and Ibrahim to do minutes of meeting.</li> </ul>				
Item # 1...	Project plan.	Ibrahim and Rezwan	Jan 30 <sup>th</sup> 2021	50%	Jan 22 <sup>th</sup> 2021
Item # 2...	Team charter	Farhan and Henok	Jan 30 <sup>th</sup> 2021	50%	Jan 22 <sup>th</sup> 2021
Item # 3...	Project Status	Rezwan and Abdurahman,	Jan 30 <sup>th</sup> 2021	50%	Jan 22 <sup>th</sup> 2021
Item # 4...	Minutes of meeting	Rezwan	Jan 30 <sup>th</sup> 2021	50%	Jan 22 <sup>th</sup> 2021
Next meeting date	Date: Jan 24, 2021 Time: 8:00 am Location: Blackboard Agenda: TBD  <b>Signature:</b> Team manager 1: Ibrahim Team member 2: Rezwan Team member 3: Farhan Team member 4: Abdurahman Team member 5: Henok				

## Team

**T30 Geeazy**

## Minutes of Meeting #

**Date:** Jan 24th, 2021

**Time:** 2:00 PM – 4:00 PM

**Location:** virtual in Blackboard

### Attendees:

Team Manager 1: Ibrahim Moallim  
Team member 3: Farhan Mohammed  
Team member 2: Rezwan Tarin  
Team member 4: Abdurahman Ahmed  
Team member 5: Honek Megesha

## Agenda

Item	Description	Responsibility	Planned completion Date	Status % done till date	Actual Date
Review of previous meeting	Review and discuss the project for Sprint 5.	All team members responsible.	Jan 30 <sup>th</sup> 2021		Jan 24 <sup>th</sup> 2021
Tasks Assigned as we add one more member	<ul style="list-style-type: none"> <li>Ibrahim and Rezwan to do project plan.</li> <li>Farhan and Henok to do team charter.</li> <li>Rezwan and Abdurahman to do project status.</li> <li>Rezwan and Ibrahim to do minutes of meeting.</li> </ul>	All team members responsible for their own tasks.	Jan 30 <sup>th</sup> 2021	100%	Jan 24 <sup>th</sup> 2021
Item # 1...	Project plan.	Ibrahim and Rezwan	Jan 30 <sup>th</sup> 2021	100%	Jan 24 <sup>th</sup> 2021
Item # 2...	Team charter	Farhan and Henok	Jan 30 <sup>th</sup> 2021	100%	Jan 24 <sup>th</sup> 2021
Item # 3...	Project Status	Rezwan and Abdurahman,	Jan 30 <sup>th</sup> 2021	100%	Jan 24 <sup>th</sup> 2021
Item # 4...	Minutes of meeting	Rezwan	Jan 30 <sup>th</sup> 2021	100%	Jan 24 <sup>th</sup> 2021
Next meeting date	Date: Jan 31, 2021 Time: 12:00 pm Location: Blackboard Agenda: Discuss the progress about coding  <b>Signature:</b> Team manager 1: Ibrahim Team member 2: Rezwan Team member 3: Farhan Team member 4: Abdurahman Team member 5: Henok				