



Meeting Minutes

Initial Meeting

Date and Time	26/01/26 20:20 – 22:15
Project Name	World's Pantry
Meeting Goal	<ul style="list-style-type: none">• Agree code of conduct• Agree group name• Choose project
Facilitator	Amina
Note taker	Amel
Attendees	Amina, Amel, Pooji
Roundtable Updates	Nothing done prior to the meeting. All contributed to project and team name ideas, as well as deciding the project idea during the meeting.

Discussion points	<ul style="list-style-type: none"> ● Day and time of future meetings ● Code of conduct points ● Project idea and some features ● Project name ● Group name ● Review of sprint 1 tasks
Actions	<p>Amel: Draft Code of Conduct using agreed points</p> <p>Amina: Plan and organise next meeting</p> <p>Pooji: Create a document detailing project information</p>