



Meeting Minutes

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| Date and Time | 02/02/2026 15:00 – 6:00 |
| Project Name | World's Pantry |
| Meeting Goal | <ul style="list-style-type: none">Decide on types of personasAssigning tasks to eachAdding scaffolding files |
| Facilitator | Amel |
| Note taker | Pooji |
| Attendees | Pooji, Amel, Amina, Emmanuel |
| Roundtable Updates | Amina started on her personas, Pooji started on her personas, Emmanuel started his notes for README, Amel began writing up code of conduct. |

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| Discussion points | <ul style="list-style-type: none"> • Types of personas needed • Code of conduct points • Details about what to commit • Making sure docker runs |
| Actions | <p>Pooji: create 2 personas and write up meeting notes</p> <p>Amina: create 2 personas and write up ethical issues</p> <p>Amel: write up code of conduct and create product backlog</p> <p>Emmanuel: write up README file</p> |