



Meeting Minutes

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 personas• Assigning tasks to each• Adding 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.

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>