**Meeting Minutes - Friday, March 22nd, 2024**

**Participants**: Ampairwe Lauben, Nakanwagi Vanesa, Rwemera David

**Agenda:**

* Discuss project requirements and scope.
* Assign roles and responsibilities.
* Brainstorm initial ideas for app design and features.

**Minutes:**

* The team reviewed the project requirements and discussed the importance of delivering a task management app with comprehensive functionality.
* Roles and responsibilities were assigned as follows: Mpairwe Lauben - Project Manager and Backend Developer, Nakanwagi Vanesa - Frontend Developer, Rwemera David - Database Administrator
* Initial ideas for app design and features were brainstormed, with a focus on prioritizing the implementation of bronze-level features such as Task Creation and Organization, Completion Marking, and Reminders.

**Action Items**:

* Each team member had to research best practices for their assigned roles and come prepared with suggestions for the next meeting.

**Meeting Minutes - Tuesday, March 26th, 2024**

**Participants:** Mpairwe Lauben, Nakanwagi Vanesa, Rwemera David

**Agenda:**

* Review research findings and discuss implementation strategies.
* Finalize design mockups for bronze-level features.
* Discuss timeline and set deadlines for feature development.

**Minutes:**

* The team shared their research findings and discussed potential implementation strategies for each bronze-level feature.
* Design mockups for Task Creation and Organization, Completion Marking, and Reminders were presented and refined based on feedback from the team.
* A timeline was established, with deadlines set for the development of each bronze-level feature. Weekly progress updates were scheduled to track development milestones.

**Action Items:**

* Mpairwe Lauben to start work on backend development for Task Creation and Organization.
* Nakanwagi Vanesa to begin frontend development and design refinement for Completion Marking.
* Rwemera David to set up database infrastructure.

**Meeting Minutes - Monday, April 1st, 2024**

**Participants:** Mpairwe Lauben, Nakanwagi Vanesa, Rwemera David

**Agenda:**

* Update on progress for bronze-level features.
* Discuss challenges and brainstorm solutions.
* Plan for next steps and assign tasks for the upcoming week.

**Minutes:**

* Mpairwe Lauben provided an update on backend development progress for Task Creation and Organization, highlighting challenges encountered and proposed solutions.
* Nakanwagi Vanesa shared progress on frontend development for Completion Marking and requested feedback on design elements.
* Rwemera David reported successful setup of the database infrastructure and outlined plans for testing procedures.
* The team discussed challenges faced during implementation and brainstormed solutions collaboratively.

**Action Items:**

* Mpairwe Lauben to address backend development challenges and continue work on Task Creation and Organization.
* Nakanwagi Vanesa to incorporate feedback on design elements and finalize frontend development for Completion Marking.
* Rwemera David to prepare for database integration.

**Meeting Minutes - Friday, April 5th, 2024**

**Participants:** Mpairwe Lauben, Nakanwagi Vanesa, Rwemera David

**Agenda:**

* Review progress on bronze-level features and discuss any remaining tasks.
* Plan for implementation of silver-level features.
* Assign tasks for the upcoming week.

**Minutes:**

* The team reviewed progress on bronze-level features and discussed any remaining tasks or issues.
* Plans for the implementation of silver-level features, including Subtasks, Progress Tracking, and Timelines were discussed with a focus on prioritizing tasks and setting realistic deadlines.
* Tasks for the upcoming week were assigned based on individual strengths and areas of expertise.

**Action Items:**

* Mpairwe Lauben to initiate development for Subtasks feature and coordinate with team members for frontend integration.
* Nakanwagi Vanesa to finalize frontend design for Progress Tracking and begin implementation.
* Rwemera David to research best practices for timeline functionality and propose implementation strategies.

**Meeting Minutes - Friday, April 12th, 2024**

**Participants:** Mpairwe Lauben, Nakanwagi Vanesa, Rwemera David

**Agenda:**

* Update on progress for silver-level features.
* Address any challenges encountered and brainstorm solutions.
* Plan for the implementation of gold-level features.

**Minutes:**

* The team provided updates on progress for silver-level features, including Subtasks, Progress Tracking, and Timelines. Challenges encountered were discussed, and solutions were proposed collaboratively.
* Plans for the implementation of gold-level features, specifically the Ability to Attach Resources, were outlined, with a focus on leveraging existing infrastructure and integrating with third-party services.
* The team discussed potential challenges and mitigation strategies for the upcoming development phase.

**Action Items:**

* Mpairwe Lauben to finalize backend development for Subtasks and coordinate with team members for integration.
* Nakanwagi Vanesa to continue frontend development for Progress Tracking and coordinate with backend team for data synchronization.
* Rwemera David to explore options for resource attachment functionality and propose integration strategies.

**Meeting Minutes - Saturday, April 20th, 2024**

**Participants:** Mpairwe Lauben, Nakanwagi Vanesa, Rwemera David

**Agenda:**

* Update on progress for gold-level features.
* Discuss any remaining tasks and plan for final adjustments.

**Minutes:**

* The team provided updates on progress for gold-level features, with a focus on the Ability to Attach Resources functionality.

**Action Items:**

* Mpairwe Lauben to conduct final backend presentation to the team members.
* Nakanwagi Vanesa to address any remaining frontend issues and coordinate with backend team for integration.
* Rwemera David to finalize database configurations

**Meeting Minutes - Friday, April 23rd, 2024**

**Participants:** Mpairwe Lauben, Nakanwagi Vanesa, Rwemera David

**Agenda:**

* Final review of project deliverables.
* Address any last-minute issues or concerns.
* Confirm readiness for project submission.

**Minutes:**

* The team conducted a final review of project deliverables, ensuring that all features were implemented according to specifications.
* Any last-minute issues or concerns were addressed, with the team working together to resolve any outstanding issues.
* The team confirmed readiness for project submission, ensuring that all documentation, and code repositories.

**Action Items:**

* Mpairwe Lauben to oversee final preparations for project submission.
* Nakanwagi Vanesa to conduct final frontend testing.
* Rwemera David to finalize documentation and prepare for project submission.