

## Meeting Minutes #3 - Team Meeting

**Date:** September 24th, 2024

**Time:** 6:30pm-7:00pm

**Attendance:** Ahmad, Yassine, Kourosh, Daniel, Gabriel, Luqman

### Agenda Items (Why are we meeting?)

1. Redistributing tasks
2. Team checkup

### Meeting Notes

#### Key Points

- Broke down the instructor dashboard tasks into four separate tasks
- Export as CSV functionality will not be implemented for Sprint 1 because the team management function is our sprint goal, and therefore our priority.
- Instructor Dashboard Backend is priority to finish this current sprint

#### Questions

- What to do for the "Export as CSV" feature?

#### Decisions

- Export as csv feature into its own task due for sprint 2

### Action Items (What is there to do?)

Action	Assignee	Due Date	Priority	Status
Create the Instructor Dashboard Controller (Backend)	Kourosh F.	26/09/2024	High	Done
Create Instructor Dashboard Functionality (Backend)	Kourosh F., Luqman H.	26/09/2024	High	In Progress
Create the Instructor Dashboard Frontend (Dashboard, and Teams)	Gabriel S.	26/09/2024	High	In Progress
Create the Instructor Dashboard Frontend (Results, and Settings)	Yassine H., Daniel A.	26/09/2024	High	In Progress
Link Instructor Dashboard Backend and Frontend	TBD	29/09/2024	High	To Do
Implement Team Selection Dropdown and CSV Export Functionality	TBD	13/10/2024	Low	To Do