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| **Date and Time** | 29.01.2025 14:00 – 16:00 |
| **Project Name** | StudyBuddies |
| **Meeting Goal** | Agree code of conduct  Agree group name  Choose project idea |
| **Facilitator** | Dmytro Hanenko |
| **Note taker** | Dmytro Hanenko |
| **Attendees** | **Dmytro Hanenko, Mircea Alexandru, Iqan Ahmed Mohammed, Szymon Klikowicz** |
| **Roundtable Updates (each group member to contribute)** | We’ve divided up the tasks |
| **Discussion points** | Sprint 1 tasks |
| **Actions (list tasks and assign a group member)** | GitHub repository for coursework set-up and at least one commit from every group member – **Task for each member**  Product Backlog created and kanban board in Github project created – **Iqan Ahmed Mohammed**  Scaffolding files added to github and README file customised for your project – **Mircea Alexandru**  Correct branches for GitFlow workflow created - includes `master`, `develop`, and `release` branches – **Task for each member**   Each member of the team able to run the development environment using Docker – **Task for each member**  A single PDF document with: Your group members and group name, Project description refined, Code of Conduct, At least two ‘Personas’, Ethical issues identified, Meeting records completed – **Dmytro Hanenko and Szymon Klikowicz** |