

## Meeting 1 - Minutes

**Date:** January 30th, 2026

**Attendees:** Ryan, Jerome, Kevin, Matthew, Minh Giang, Mark

**Absentees:** None

### Agenda

- Complete GitHub initialization
- Create Product Backlog & Sprint 1 plan
- Assign tasks & deliverables

### Minutes

#### **I. Complete GitHub initialization**

- Ensured team members were setup on the GitHub
- Organized the project GitHub

#### **II. Create Product Backlog & Sprint 1 plan**

- Decided to create a product backlog first -> Created user stories for the overall project
- Assigned story points to each story following the planning poker method
- Added the required information for every story (associated tasks, priority, risk)
- Decided which user stories were going to be implemented in Sprint 1
- Broke down Sprint 1 user stories into tasks

#### **III. Assign tasks & deliverables**

- Decided who would be in charge of
  - organizing the GitHub + README file
  - working on Sprint 1 tasks
  - meeting minutes
  - complete planning documentation

### Action Items

- Write README file
- Progress Sprint 1 tasks

- Write meeting minutes
- Complete planning documentation