

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