**Meeting Report**

**Date:** February 3, 2025   
**Participants:**

* Luis Rivera
* Ashton Walden
* Ethan Burton

**Agenda:**

1. **GitHub Project Management**
   * Navigation of projects on GitHub.
   * Review of backlog, sprint backlog, review, done, and in-progress tasks.
2. **Pseudocode & User Stories**
   * Status update on pseudocode completion.
   * Review of project milestone requirements.
   * Ethan’s and Luis’s pseudocode shared in Teams chat.
   * Assigning second user story to Ashton.
3. **Project Repository & Structure**
   * Creation of a GitHub repository for UVSim.
   * Explanation of repository structure (main file and test folder).
   * Importance of unit testing in Python.
4. **Unit Testing**
   * Discussion on how to run unit tests using Python’s unittest module.
   * Use of assert statements for validation.
   * Plan to write unit tests for each use case.
5. **Github branching**
   * Explanation of branching strategy:
     + **Main branch** (final project release).
     + **Staging branch** (development branch).
     + **Feature branches** (for individual tasks).
   * Process of creating a pull request from staging to main.
6. **Repository Management & Documentation**
   * Agreement to store all milestone-related files in the repository.
   * Luis works on README documentation.
   * Inclusion of user stories in the repository.
7. **Task Assignments & Deadlines**
   * Ashton to complete pseudocode and second user story.
   * Ethan to review pseudocode and ensure alignment with project requirements.
   * Luis to finalize documentation and organize repository.
   * Plan to have all tasks completed by **Thursday**.
   * Agreement to track progress via GitHub Projects.
8. **Next Steps**
   * Ethan to receive guidance on GitHub branching and pull requests.
   * Use of GitHub Desktop for easier repository management.
   * Follow-up call for GitHub walkthrough if needed.
   * All participants to ensure their contributions are reflected in the repository.

**Action Items:**

| **Task** |  |  |  |  | **Assignee** |  |  |  | **Deadline** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Complete pseudocode and second user story |  |  |  |  | Ashton |  |  |  | Tuesday/Wednesday |
| Review pseudocode and validate structure |  |  |  |  | Ethan |  |  |  | Tuesday |
| Finalize README and documentation |  |  |  |  | Luis |  |  |  | Thursday |
| Ensure all user stories are in GitHub |  |  |  |  | Team |  |  |  | Ongoing |
| Unit test creation and implementation |  |  |  |  | Team |  |  |  | End of the week |
| GitHub walkthrough for Ethan |  |  |  |  | Luis & Ethan |  |  |  | TBD |

**Conclusion:**

The meeting covered the status of pseudocode, GitHub repository management, unit testing, and the overall workflow for development. The team agreed on task responsibilities and deadlines, ensuring smooth collaboration moving forward. A follow-up session may be needed for GitHub training.