Meeting Agenda 2 – Medilink

Date/Location: 25-November-2025, Discord
Time: 11:30 PM – 1:00 AM

Information Updates / Reminders

1. All four members joined the meeting to discuss the ongoing progress of the Medilink project.

2. Team members must ensure proper coordination through Discord and Trello as the project workload is increasing.

3. Everyone must review the SRS document again to stay aligned with the updated project requirements.

Decisions Needed

1. Finalize the modules each team member will work on for this week (Doctor Module, Patient Module, Appointment Module, Admin Panel).

2. Decide the format and structure of project documentation properly (Coding Standard).

3. Finalize the communication frequency—how often progress updates will be shared.

General Items

1. Assign each member specific tasks for the next development cycle (backend + frontend).

2. Update the Trello board with newly categorized tasks—To Do, In Progress, Review, Completed.

3. Review SRS alignment and identify any missing features in the current development plan.

4. Discuss GitHub branching rules (main branch protection, feature branches, commit message conventions).