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| **Dates and Time** | 03/02/2025 at 8:00pm  05/02/2025 at 7:30pm  10/02/2025 at 8:00pm  13/02/2025 at 7:00pm  15/02/2025 at 8:10pm  18/02/2025 at 6:00pm |
| **Project Name** | YANE-STOCK |
| **Meeting Goal** | 03/02/2025 at 8:00pm = understanding the project and what is asking us to do and come up with ideas  05/02/2025 at 7:30= we discussed our ideas and we voted to choose our topic and done research  10/02/2025 at 8:00pm = after everyone did their research, we assigned each other tasks fairly.  13/02/2025 = short meeting to updated each other and made sure no one was struggling  15/02/2025 = again another short meeting, this time everyone was close to finishing  18/02/2025 = Finishing up on pdf and finalising the code |
| **Facilitator** | Niwhar |
| **Note taker** | 03/02/2025 at 8:00pm -Enea  05/02/2025 at 7:30pm - Yulian  10/02/2025 at 8:00pm - Adam  13/02/2025 at 7:00pm -Niwhar  15/02/2025 at 8:10pm -Yulian  18/02/2025 at 6:00pm - Enea |
| **Attendees** | 03/02/2025 at 8:00pm = everyone was present, but Enea and Yulian were late  05/02/2025 at 7:30pm = everyone was present and on time  10/02/2025 at 8:00pm = everyone was present and on time  13/02/2025 7:00pm = everyone was present, but Adam had to leave early because of personal issues  15/02/2025 8:10pm = everyone was present and on time  18/02/2025 at 6:00pm |
| **Roundtable Updates (each group member to contribute)** | 03/02/2025 at 8:00pm = we just went through the description and made sure everyone understood and gave ourselves the task to come up with ideas for our next meeting.  05/02/2025 = after a few days everyone had interesting plans and ideas to share and we all voted which one sounded the most interesting, this really helped us getting started with this sprint, after we finalised our topic and our scopes for this project, we each done our research in the company we chose to be as ready as possible to start the work  10/02/2025 at 8:00pm = we decided to wait 5 days to make our next meeting as we had another coursework to submit in between these 5 days, this meeting was all about assigning tasks fairly to everyone and made sure not to give a task to someone who clearly isn’t well suited for it so we can more efficient as a group.  13/02/2025 = this meeting was just about updating each other with where we got up to with our assigned tasks, thankfully no one was struggling and kept this meeting short sand brief.  15/02/2025 = this meeting was also short and brief, we just updated each other on our progress, checking in if anyone needs help with anything.  18/02/2025 = this meeting we finalised everything, made sure every task was done correctly and that we have met all the criteria’s to ensure we the highest grade, after that was done we briefly discussed our plan for sprint 2 just so we can get an idea what we’re dealing with. |
| **Discussion points** | 03/02/2025 at 8:00pm = Understanding the project, setting name  05/02/2025 at 7:30pm = Sharing our ideas  10/02/2025 at 8:00pm = Task allocation  13/02/2025 at 7:00pm = Update and research discussion  15/02/2025 at 8:10pm = Looking at ideas regarding the code and how to approach using the diagrams  18/02/2025 at 6:00pm = Finalisation of code and PDF, and double checking all work. Make all commits from group doc and ensure all commits successful. |
| **Actions (list tasks and assign a group member)** | Adam = he was in charge of making the groups code of conduct and to record what the group contributed and did during the meetings as well as record the day and time the meetings took place.  Niwhar = he was in charge of making a github and setting tasks for everyone and made sure to allocate each member with a task he knew they could accomplish.  Enea = in charge of setting up meetings, seeing that everyone is meeting the progress they are supposed to and doing tasks they were set, done planning behind the team’s next steps towards their overall goal  Yulian = in charge of documenting technical decisions in the group and describing choices made explaining the decisions taken towards our final scope. In charge of the initial code concept/structure planning (with group ideas) |