Meeting Minutes

Your team may meet multiple times throughout the week. All the meeting dates (add or remove dates as needed from the list) and activities discussed throughout the week are captured in the table provided. The minutes should include discussions about the project revisions provided by the client.

Team Number: Team 04 Team Name: EventCrafters

Team Member Names: Joykeneth Gamit  
 Dhwani Bhavsar  
 Navpreet Navpreet

Meeting 1 Date: 1/25/2024 Meeting 2 Date: 2024-01-28

## Team Meetings and Activities

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| --- | --- | --- | --- |
| **Activities Discussed** | **Action Items**  (what tasks are assigned to specific group members to complete for next week) | **Present**  **(list initials)** | **Duration**  **(nearest .25 hr)** |
| Discussion about project plan and software life cycle | Worked on agile development methods | DB,JG,NN | 2 hrs |
| Discussed about development platform | Decide technical tools and stack development | DB,JG,NN | 1.5 hrs |
| Decide user interface design and theme | Started work on layouts,text formats,icons and wireframes used for the website | DB,JG,NN | 2.5 hrs |
| Worked on frontend and backend development | Gathering details and make APIs ,design some web pages | DB,JG,NN | 6 hrs |
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## Agenda For Next Meeting

Use the structure provided to create your agenda for next week. The number of items and order of topics can be to suit your team's meeting.

1. Ensure that all the task are completed decided in the previous meeting
2. Connect User Interface with database
3. Continue work on layout and backend development
4. Make changes if needed.
5. Continue collecting information and add it into development