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: 2/13/2024 Meeting 2 Date: 2024-02-17

## Team Meetings and Activities

|  |  |  |  |
| --- | --- | --- | --- |
| **Activities Discussed** | **Action Items**  (what tasks are assigned to specific group members to complete for next week) | **Present**  **(list initials)** | **Duration**  **(nearest .25 hr)** |
| Devide work of Iteration plan 1 | Worked on usecase diagram,usecase description,class diagram,state diagram and system sequence diagram | DB,JG,NN | 20 hrs |
| Discussed about changes in UI part | Continue work on UI design | DB,JG,NN | 4 hrs |
|  |  |  |  |

## 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. Start work on Iteration plan and agile backlog 2.
3. Continue work on UI design and connection with database.
4. Make changes if needed.
5. Continue collecting information and add it into development