**Minutes of the Project Manager Meeting before start of sprint**

**held on**

**05/11/2024 (16:30 – 18:00) at Singapore Polytechnic Pod@Hill Top Level1**

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| **Present** | **Mr. Ye Yint Aung** | **Project Manager** |
|  | **Mr. Kaung Htet Thu** | **Developer** |
|  | **Mr. Rubens Ng Swan Yan** | **Developer** |
|  | **Mr. Kyaw Pyae Sone Han** | **Developer** |
|  | **Mr. Kaung Hset Aung** | **Developer** |
| **Minuting member** | **Mr. Kaung Hset Aung** | **Developer** |

**Agenda**

* Collaboration method decision
* Decide on github workflow
* Sprint details
* Finalize the product backlog
* Role delegation
* Set up development environment

Minutes:

* Team to use github and neonPostGres db to collaborate
* Workflow to be to notify all collaborator via email whenever a pull request to main or dev branch is made
* Total number of sprints - 4
* Working hour per member per day – 1 hour (Total 100 manhours)
* 12 Product backlog items decided to commit into 100 manhours.
* FrontEnd: Kaung Hset Aung, Kyaw Pyae Sone Han
* BackEnd: Kaung Htet Thu, Rubens Ng Swan Yan, Ye Yint Aung
* Database optimization at all time: Ye Yint Aung

Next step

* Ye Yint Aung to set up github repository and invite all members.
* Kaung Htet Thu and Rubens to set up neonPostGres
* Kaung Hset Aung and Kyaw Pyae SoneHan to create a new email account for github workflow
* All members to set up VS Code in local machines
* Kaung and Han to create header.js, assignedProjects.html, myproject.html, login.html
* Aung, Kai and Rubens to create piechart.js , Myprojects CRUD backends, develop login() backend

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| Minutes prepared by | Mr. Kaung Hset Aung |
| Approved by | Mr. Ye Yint Aung  Mr. Kaung Htet Thu  Mr. Rubens Ng Swan Yan  Mr. Kyaw Pyae Sone Han |