**Meeting Minutes**

February 9th, 6:00 pm - 7:15 pm

Attendees: Hanine Tydrini, Ikram Kamal, Yasmine Mouatif, Benjamin Ho, Samuel Henderson, Uyi Oronsaye

Duration: 1 hour 15 minutes

Location: Lab, 8th floor

**Agenda:**

1. Creation of wikis for team members and project guidelines
2. Planning for Sprint 2 and creation of corresponding wiki
3. Addition of labels with priorities and explanations, and documentation in wikis
4. Organization of project files and folders in GitHub
5. Finalization of project approach and research documentation
6. Assignment of tasks to team members for various project aspects

**Summary:**

* Discussion was held regarding the need for wikis to organize team members and project guidelines, as well as planning for Sprint 2.
* It was decided to create one wikis for Sprint 2 plan,
* The GitHub repository was made public to facilitate the use of wikis
* Deadlines were set for completion of tasks, with a goal to finish by Sunday, and a plan to notify the TA via Moodle forum message.
* User stories were to be broken down for each major task, with added user acceptance criteria and priorities.
* Epics were identified for better organization of tasks.
* Various team members were assigned specific tasks

**Action Items:**

* Each team member to contribute to the breakdown of user stories and addition of tasks.
  + User stories modification.
  + Sam to add information on security.
  + Yasmine to compile meeting minutes.
  + Ikram to document the project approach.
  + Hanine to outline team members' tasks.
  + Benjamin to establish project guidelines and Git rules.
  + Uyi to plan for Sprint 2.

**Next Meeting:** February 11th