**Meeting Minutes**

February 11th, 10:30 - 11:45 am

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

Duration: 1 hour 15 minutes

**Agenda:**

1. Overview of current task progress
2. Review of completed project approach
3. Setting up task numbering logic in GitHub
4. Planning for Sprint 2 and adding complexity to issues
5. Attempting to complete the burndown chart
6. Schedule next meeting for finalization before submission
7. Organizing GitHub repository and transferring meeting minutes
8. Completing timestamp sheet and adding it to the folder
9. Ensuring consistency in date formats
10. Pushing documents to GitHub and notifying the TA

**Summary:**

* Team reviewed progress on current tasks to assess where they stand.
* Completed project approach was reviewed and satisfactory.
* Logic for numbering tasks and user stories in GitHub was set up for better organization.
* Sprint 2 planning was discussed, and complexity was added to issues for better prioritization.
* Attempts were made to continue the burndown chart to track progress.
* Next meeting was scheduled for the evening to finalize tasks before submission.
* GitHub repository was organized, and meeting minutes were transferred to the Sprint 1 folder.
* Documents were pushed to GitHub, and the TA was notified of the progress.

**Action Items:**

* Continue working on assigned tasks and update progress in GitHub.
* Finalize Sprint 2 planning and add complexity to issues for better prioritization.
* Complete the burndown chart to track progress effectively.
* Ensure consistency in date formats across documents and folders.
* Attend the next meeting in the evening to finalize tasks before submission.

**Next Meeting:** Tonight at 8:30pm to finalize tasks before submission.