Meeting Minutes

Date and Time	Date: Friday 31 Jan.25 Time : 12:00 pm Location: Library Date: Saturday 1 Feb. 25 Time: 11:00 pm Location: group call Date : Wednesday 5 Feb. 25 Time: 14:00 pm Location: Study room
Project Name	Dualinguists
Meeting Goal	**Group Members and Name**: Defined and agreed upon by all group members. **Project Description**: Refined and clearly stated. **Code of Conduct**: Established to guide team interactions. **Personas**: At least two personas created to represent user demographics and needs. **Ethical Issues**: Identified and documented to address potential concerns. **Meeting Records**: Compiled and completed to track progress and decisions. **Task Board Link**: Provided for project tracking. **GitHub Link**: Included for repository access. **GitHub Repository**: Established for coursework with initial commits from each member. **Product Backlog and Kanban Board**: Created within the GitHub project to manage tasks. **Scaffolding Files**: Added to the GitHub repository. **README File**: Customised to describe the project specifics. **GitFlow Workflow**: Implemented with master, develop, and release branches. **Development Environment**: Docker setup configured, enabling each team member to run it effectively.

Facilitator	Safa Abdiasis Yusuf
Note taker	Sawsan Mounes
Attendees	- Sawsan Mounes - Safa Abiasis Bashir Yusuf - Baris Ocalan - Adam Maayni
Roundtable Updates (each group member to contribute)	**28/01/25**: The team kicked off with Sawsan, Baris, Adam, and setting up a Kanban board, assigning tasks to each member. Sawsan completed the branches **29/01/25**: Baris began by focusing on attendance, punctuality, deadlines, and communication. Adam contributed ideas for user stories, while Safa brainstormed her writing piece, outlining bullet points and layout. Sawsan tested scaffolding files which unfortunately were not compatible with MacBook or other laptops. **4/02/25**: Baris completed the latter half of the code of conduct, including conflict resolution, consequences, meeting structures, and flexibility. Adam decided to focus on creating personas for a student and a business type for a marketing agency. Safa began addressing ethical issues identified in the Community Languages Application. Sawsan spent several hours making the scaffolding files MacBook compatible, although they still didn't work for Safa. **5/02/25**: Baris, Adam, and Safa all completed their tasks. Sawsan finished creating meeting records along with completing the scaffolding and meeting record tasks. **6/02/25**: All team members have committed their work and merged everything into a completed PDF document.
Discussion points	In developing our language learning platform, we plan to offer three distinct packages—Beginner, Intermediate, and Advanced—to cater to learners at different proficiency levels. Additionally, we'll introduce a discounted Student Package tailored for individuals pursuing education at levels such as GCSE, A-Level, or university. This package aims to support students requiring extra language assistance, with languages including Turkish, Hebrew, German, Spanish, and more. Our platform will also feature a user-friendly sign-up page and customer support accessible via email, ensuring a seamless user experience. As we draft our code of conduct, it's crucial to establish clear guidelines that promote effective team coordination and persistent engagement with tasks. Ethical considerations are at the forefront of our project; we strive to align all actions with our organizational values and legal standards, emphasizing cultural sensitivity, accessibility, inclusivity, and user privacy protection. We have identified two key user personas: a professional seeking to learn new languages for better communication with international clients, and a GCSE student who needs extra help in Spanish to enhance his language skills and academic performance. By adhering to these guidelines, we aim to ensure secure, objective, and fair interactions within our app, maintaining a focus on ethical practices and user wellbeing.

Actions (list tasks and assign a group member)	**Safa Abiasis Bashir Yusuf** - **5/02/25-**on addressing ethical issues and ensuring that both the task board **6/02/25-**GitHub repository were properly linked. This facilitated transparency and collaboration among team members. - **Baris Ocalan** **5/02/25-**responsible for drafting the code of conduct. **25/01/25-**He also organised the list of group members and came up with the project name, which were essential for internal alignment and identity of the project. - **Adam Maayni** **4 /02/25-** focused on the creative aspect of the project by developing at least two personas. These personas are crucial for tailoring the project's outcomes to the needs of specific user groups. **Sawsan Mounes** - **6/02/25-** managed the meeting records, ensured the creation of necessary branches in the project repository **5/02/25 -** developed both scaffolding and the README file. These contributions were vital for project setup and documentation. **Collective Efforts**: **5/02/25** - All team members were able to set up and run the development environment using Docker, which streamlined development and reduced setup discrepancies. - Each member made at least one commit to the repository, ensuring active participation and contribution from everyone. The team effectively created and utilised a product backlog and Kanban board on GitHub, which helped in managing the project's workflow and tasks efficiently. - workflow and tasks efficiently.