

Video Streaming - Server Team 1

Date of Meeting: 7/23/23

Minutes Prepared By: Shahd Mustafa

1. Purpose of Meeting

- Discuss what parts to implement for the project system.
- Split coding roles among members.

2. Attendance at Meeting

Name	Team
shahd mustafa	Team lead
Mike Nasser	Designer
Nathaniel Leonardo	Developer
Hassan Radwan	Developer
Hussen Aljubury	Developer

3. Meeting Notes, Decisions, Issues

- The team reviewed the project requirements and divided the coding tasks accordingly. They also discussed strategies for implementing the project and established a completion date.

3. Open Questions, Tabled Items, Outstanding Issues

None.

4. Action Items

Action	Assigned to	Due Date	Status
Upload Meeting Notes	Shahd	6/1/23	completed
Team members download, install, and set up Enterprise Architect on local machine.	Mike, Nathaniel, Hassan	5/24/23	completed
Complete chosen section of the planning document for the next meeting	All	5/19/23	Completed
Planning document section 5 and finalize sections done	All	5/26/23	completed

Study/practice html/CSS and JavaScript in preparation for future coding	Mike, Nathaniel, Hassan	6/30/23	In Progress
Final Planning document and submit to GitHub.	All	5/31/23	Completed
Submit architectural and design document	All	7/10/23	Completed
Complete project coding	All	7/28/23	In Progress
Implementation and testing document and ppt	All	7/31/23	In Progress

5. Next Meeting

Target Date:	7/27/23	Time:	3pm	Location:	Zoom
Objectives:	- Complete the project coding and report.				