# **Video Streaming - Server Team 1**

| **Date of Meeting:** | 5/18/2023 |
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| **Minutes Prepared By:** | Shahd Mustafa |

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| 1. Purpose of Meeting | |
| * Discuss completed planning document section. * Discuss team roles. * Collect questions about project for future discussion |

| 2. Attendance at Meeting | | |
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| Name | Team |
| shahd mustafa | Planning document, code formatting and implementation |
| Mike Nasser | Planning document, implementation |
| Nathaniel Leonardo | Planning document, implementation |
| Hassan Radwan | Planning document, implementation |

| 3. Meeting Notes, Decisions, Issues | | |
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* The team reviewed and discussed the completed section of the planning document.
  + Each member walked through their respective sections and addressed question and concerns.
* The team assigned team members with roles.
* The members addressed questions related to various sections of the planning document.

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| 3. Open Questions, Tabled Items, Outstanding Issues |

* What to write for the historical data section of the planning document?
* How to come up with the reconciled estimates?
* Check the format with the professor regarding the timeline.

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| 4. Action Items | | | | |
| *Action* | *Assigned to* | *Due Date* | *Status* |
| Upload Meeting Notes | Shahd |  | In Progress |
| Team members download, install, and set up Enterprise Architect on local machine. | Mike, Nathanial, Hassan | 5/24/23 | In Progress |
| 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 | In progress |
| Study/practice html/CSS and JavaScript in preparation for future coding | Mike, Nathanial, Hassan | 6/30/23 | In Progess |
| Final Planning document | All | 5/31/23 | In Porgress |

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| 5. Next Meeting | | | | | |
| *Target Date:* | *5/26/23* | *Time:* | *2pm* | *Location:* | *Zoom* |
| *Objectives:* | Finalize planning document and plan uml diagram | | | | |