# **Video Streaming - Server Team 1**

| **Date of Meeting:** | 6/16/2023 |
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| **Minutes Prepared By:** | Shahd Mustafa |

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| 1. Purpose of Meeting | |
| * Discuss requirement document sections. * Discuss the requirement PowerPoint |

| 2. Attendance at Meeting | | |
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| Name | Team |
| shahd mustafa | Team lead |
| Mike Nasser | Designer |
| Nathaniel Leonardo | Developer |
| Hassan Radwan | Developer |
| Hussen Aljubury | Developer |

| 3. Meeting Notes, Decisions, Issues | | |
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| * The team thoroughly reviewed the requirement document, ensuring a comprehensive understanding.   • Each dedicated member meticulously examined their completed section, while other team members generously shared valuable insights and advice.   * Furthermore, the team meticulously assessed the PowerPoint structure, recognizing the need for adjustments, and proactively addressing a scheduling conflict by rescheduling the weekly meeting time. |  |

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

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| 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, Nathanial, 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, Nathanial, Hassan | 6/30/23 | In Progess |
| Final Planning document and submit to GitHub. | All | 5/31/23 | Completed |
| Complete assigned section in the requirement analysis report | All | 5/16/23 | In Progress |
| Finalize and submit requirement analysis report and ppt to GitHub | All | 5/19/23 | In Porogress |

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| 5. Next Meeting | | | | | |
| *Target Date:* | *6/23/23* | *Time:* | *2pm* | *Location:* | *Zoom* |
| *Objectives:* | * Architecture and Design | | | | |