# **Video Streaming - Server Team 1**

| **Date of Meeting:** | 5/31/23 |
| --- | --- |
| **Minutes Prepared By:** | Shahd Mustafa |

|  |  |
| --- | --- |
| 1. Purpose of Meeting | |
| * Discuss planning document report and PowerPoint finalization. * Practice sections for presenting |

| 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 and finalized the planning document report and PowerPoint before submission.
* The team practiced presenting the planning document power point and gave advise on what to improve.

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

* No questions

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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 |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 5. Next Meeting | | | | | |
| *Target Date:* | *6/9/23* | *Time:* | *2pm* | *Location:* | *Zoom* |
| *Objectives:* | * Project Requirements Capture | | | | |