# **Video Streaming - Server Team 1**

| **Date of Meeting:** | 6/19/23 |
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| **Minutes Prepared By:** | Shahd Mustafa |

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| 1. Purpose of Meeting | |
| * Finalize requirement document. * Practice requirement document ppt. |

| 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 reviewed and finalized the requirement document and practiced the presenting the requirement powerpoint.

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

None.

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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* | | | *Completed* |
| *Finalize and submit requirement analysis report and ppt to GitHub* | | *All* | | | *5/19/23* | | | *Completed* |
| 5. Next Meeting | | | | | | | | | | |
| *Target Date:* | *6/27/23* | | *Time:* | *3pm* | | *Location:* | *Zoom* | | | |
| *Objectives:* | * Prepare for the architectural and design document | | | | | | | | | |