**Meeting Minutes Sprint 3 Meeting 1**

**FC-soen341projectW2024**  
**Date:** March 12, 2024  
**Duration:** 1 hour  
**Meeting Mode:** Online

**Members Present:**

* Atai
* Michael Shokralla
* Mamadou
* Idris
* Lina Taalba
* Shanvin Luo

**Online 9PM**

**Meeting Agenda**

* Kickoff Sprint 3: This marks the beginning of Sprint 3, a defined period for the team to work on specific tasks and goals.
* Assigning tasks for new features: The team discusses and allocates responsibilities for implementing new features planned for Sprint 3.

**Discussion Points**

* Overview of Sprint 3 goals: Find a branch, Check-in Process, and Check-out Process:
* Find a Branch: This feature involves creating functionality for users to search and locate branches within the system.
* Check-in Process: This feature focuses on developing a process for users to check into specific locations or branches.
* Check-out Process: This feature involves creating a process for users to check out from locations or branches after completing their tasks.
* Discussion on the division of tasks among team members: The team deliberates on how to distribute the workload effectively to ensure each feature is developed efficiently.

**Next Steps:**

* Atai: Assigned to work on the "Find a Branch" feature. This entails Atai taking responsibility for the development and implementation of this specific functionality.
* Michael and Mamadou: Assigned to collaborate on the Check-in Process. This indicates that Michael and Mamadou will work together to design and implement the check-in functionality.
* Idris and Lina: Assigned to handle the Check-out Process. Idris and Lina are tasked with developing the check-out functionality.
* Shanvin and Atai: Assigned to work on the activity diagram. Shanvin and Atai will collaborate to create a visual representation of the processes involved in the system.
* Shanvin: Assigned to create Acceptance Tests and User Stories. Shanvin will be responsible for defining acceptance criteria and user stories to guide the development process.

**Adjourned at 11pm**