

# SOEN 331 - Anything - Sprint 1 Meeting Minutes #2

**Date:** September 23, 2024

**Location:** Remote via Zoom

**Type:** Regular Meeting on Mondays

**Minute Taker:** Han Lee

**Start Time:** 4:00 PM

**End Time:** 5:00 PM

**Absentees:** N/A

## Meeting Agenda

- Share knowledge gained from reviews.
- Discuss and set priority tasks.
- Divide tasks and create issues on GitHub.
- Assign branches for different tasks.
- Edit and polish Wiki documentation.
- Set deadlines for tasks.

## Key Discussion Points

1. **Knowledge Sharing**
  - Shared insights and findings from recent reviews to ensure everyone is on the same page.
2. **Priority Tasks**
  - Agreed to prioritize the development of the login page above other tasks to set the foundation for other features.
3. **Task Division and GitHub Issues**
  - Discussed and divided tasks among team members.
  - Created separate issues on GitHub to track each task's progress and details.
4. **Branch Assignments**
  - Assigned specific branches for different tasks to maintain a structured workflow in the project repository.
5. **Wiki Editing and Polishing**
  - Updated the project Wiki with the latest information and project guidelines.
6. **Setting Deadlines**
  - Established deadlines for the priority tasks to ensure timely completion.

## TODO Items until Next Meeting:

- Review progress on the login page in the next meeting.
- Continue updating tasks and issues in GitHub as the project progresses.