

## Meeting Minutes #2

Date : February 4, 2024

Attendance :

Name	Presence
Sarah Daccache	Yes
Gregory Demirdjian	Yes
David Flores	Yes
Alec Kirakossian	Yes
Vivek Patel	Yes
Céline Ziadé	Yes

Decision items : Tasks for the first sprint have been assigned

- Vivek: Create the README file with Description of the Project and Team Members and Roles
- Greg: Project approach and technology
- Sarah and David: 6 user stories backlog for Sprint 1
- Sarah and David: Task Breakdown (derived from user stories, and assigned to a team member each of them)
- Everyone: Detailed log of each team member's contribution including time spent on each activity
- Céline: Meetings Minutes file
- Alec: Plan for the next Sprint on a wiki page

Discussion items :

- A discussion of the different tasks needed for sprint 1 has been conducted. Everyone has been assigned to their roles. The roles were determined depending on every team member's forces (ex: David and Sarah are more familiar with User Stories and Web Programming, which is why they have been assigned to create them).

Next meeting agenda :

- Discuss the progress made on the first sprint.
- Discuss the User stories created.
- Discuss the plan for the next sprint created on a wiki page.
- Decide if any user stories need to be added.
- Read through the rubric and decide if any details need to be added to the progress in order to validate the quality of the produced work.