Meeting Minutes



January 14th, 2025

Participants: Everyone 🙂

# Agenda

| Topic | Time |
| --- | --- |
| * ~~Release planning doc meeting time with TA~~ | 15 min |
| * ~~Finalize details, responsibilities, and tools for the release planning documentation~~ | 20 min |
| * ~~Brainstorm User Stories and work on planning doc~~ | Remaining |

Jan 14, 2025

# Project debrief

### Project updates

* Great job with the proposal 🎉 👏 👍 😀
* Github and Jira pages are now up and accessible
  + <https://github.com/tm21cy/4P02-Group-10>
  + Check email for Jira page
* Release planning document is due **this Sunday, Jan 19th**

### Meeting Discussions and Updates

* Meet with TA **Jan 21st, 9am**
* Biweekly meetings with TA starting on Jan 28th at 9:30am
* Completed Release Planning Document
  + Planned sprints and user stories
  + Ruvin and Jacob started posting user stories and deadlines/meetings on Jira

# Next steps

### Action items

* Complete research planning doc
* Finalize Github page layout
* Finish watching tutorials for next week 🙂

### Topics for future discussions

* Discuss and finalize platforms for front-end and back-end development Jan 21, 2025
  + 21st to allow for everyone to do research on platforms if needed
* Come up with groups for front-end and back-end development Jan 21, 2025?

Weekly Work

| Weekly Work | | | |
| --- | --- | --- | --- |
| No type Person | No type Task | Dates Date | No type Completed |
| Ruvin, Jacob | Finish updating Jira page | Jan 18, 2025 | Yes |
| Tyler (?) | Add structure and readme to Github page | Jan 21, 2025 | No |
| Everyone | Finish watching tutorials | Jan 21, 2025 |  |