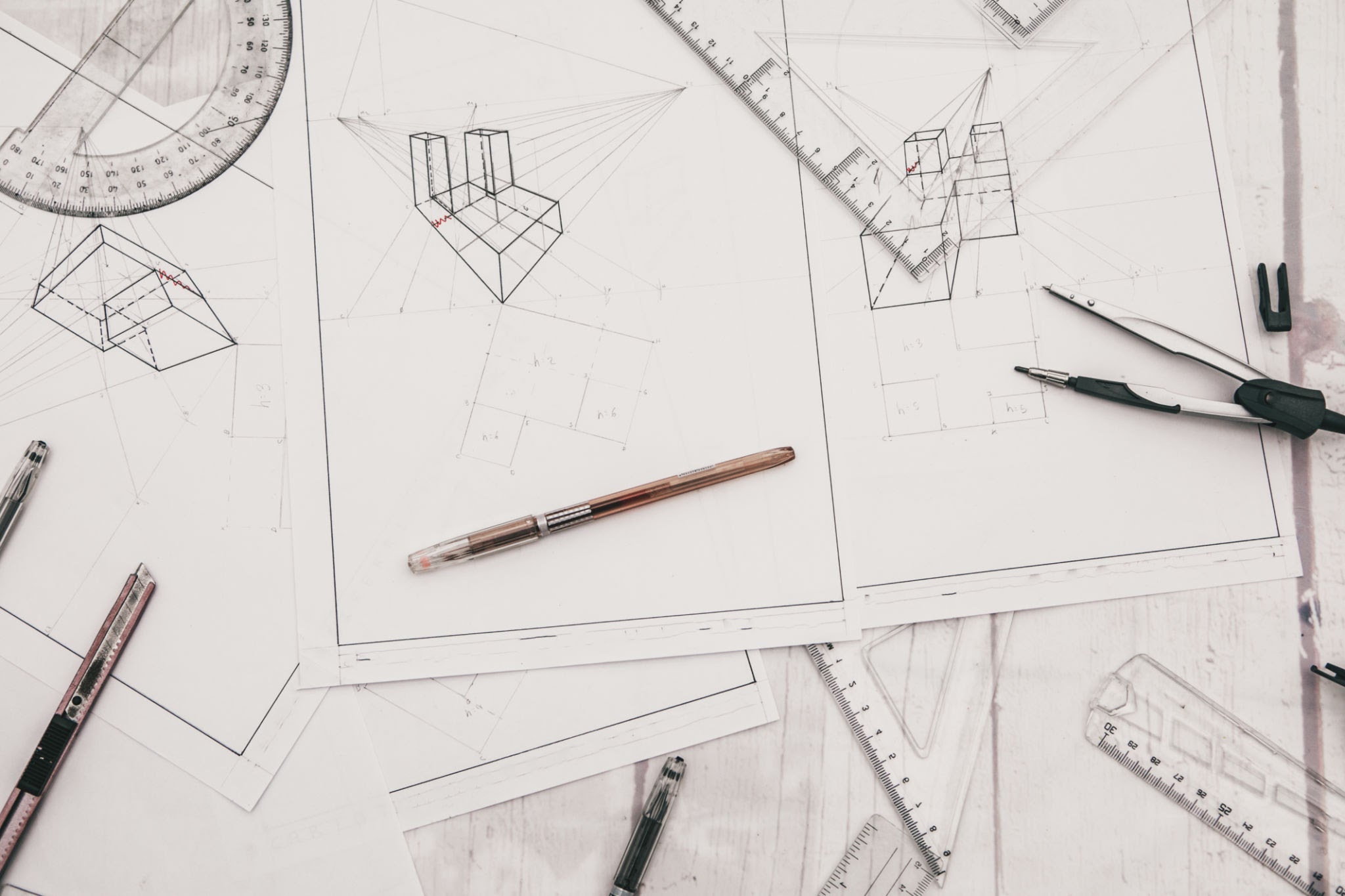
Meeting Minutes



January 9th, 2025

Participants: Everyone 🙂

# Agenda

| Topic |
| --- |
| * ~~Discuss Project Idea~~ |
| * ~~Discuss Roles~~ |
| * ~~Come up with weekly meeting time~~ |
| * ~~Work on Proposal due 12th~~ |

Jan 9, 2025

# Project debrief

### Project updates

* Project Idea: Bookkeeping application for small businesses
* Roles:
  + Scrum master: Skye
  + Product owner: Rouvin
* Weekly meeting time: **Tuesdays 10am - 12pm**

### Challenges and dependencies

* Make sure to finish proposal by the 12th
* Tutorials are posted in Discord, watch those before the 26th (28th?) when we will be choosing development groups

# Next steps

### Action items

* ~~Share Tutorials → Anthony 🙂~~
* ~~Create Github repo → Tyler 👍~~
* ~~Figure out Jira → Rouvin 🥺~~
* Watch tutorials → EVERYONE 😀

### Topics for future discussions

* Discuss and finalize platforms for front-end and back-end development Jan 19, 2025
  + 19th to allow for everyone to do research on platforms if needed
* Release planning documentation **DUE Jan 19th** Jan 12, 2025

Weekly Work

| Weekly Work | | | |
| --- | --- | --- | --- |
| No type Person | No type Task | Dates Date | No type Completed |
| Anthony | Share tutorials | Jan 11, 2025 | Yes |
| Tyler | Create Github repo | Jan 16, 2025 | Yes |
| Rouvin | Figure out Jira | Jan 16, 2025 | Yes |
| Sangmitra | Finish section for proposal | Jan 12, 2025 | Yes |
| Everyone | Watch tutorials posted in discord | Jan 23, 2025 | No |