**Meeting Summary 3/29**

1. **Discussion Agenda**
2. Q&A on Charter Report
3. Set up Mighty Network
4. Sprint 1 Planning

* Confirm user stories priorities and user stories for the first sprint
* Confirm UAT
* Development timeline

1. Testing walkthrough: how we test features
2. Reminder: Sprint Kick-off
3. **Meeting Notes**
4. **Set up Mighty Network**

* Our developers (Michael and Ammar) will wait till we receive login to get started
* Later today, we will receive the list of categories and access to files for uploading to Mighty Network

1. **Sprint 1 Logistics**

* Today:

+ Confirm user stories requirement and UAT

+ Receive log in access to Mighty Network

+ Receive list of categories

+ Receive access to files that will be uploaded to Mighty Network

* Wednesday: Start working on user stories (build + create test case + test)
* Friday:

+ Delivery results

+ Perform UAT

+ (Optional) Training

+ (Optional) Sign-off

* Next Tuesday (if has not yet done on Friday): Sign-off Sprint 1, training, and start Sprint 2

1. **Reminder: Sprint Kick-off**

* Date and time: Wednesday, 03/30/2022 @5PM
* Agenda and slides have been emailed on Monday
* Feel free to reach out to me (Vivian) if you need more information or have questions about the Sprint Kick-off

1. **Trello Board**

* Project Tracking (For Development)

<https://trello.com/b/r8DXAHG0>

* Meetings

<https://trello.com/b/x66wisSh>

1. **Next Meeting: Sprint Kick-off**

* Time: Wednesday, 3/30 @5:00 PM
* Location: Zoom
* Meeting Agenda and Zoom Invitation has been sent out on Monday (03/28)