

Meeting 5: Release Planning Meeting 3

23 JANUARY 2024

ATTENDEES

Tanvir Hasan, Muhammed Bilal, Hamza Sidat, Marium Nur, Anjali Sabu, Abdul-Maalik Siddiqui, Amani Anderson

AGENDA

- ☒ Meet with TA to go over and confirm features:
 - TA recommended user stories/tasks that can be added
- ☒ Add a folder for meeting notes on GitHub:
 - Anjali and Marium will work on keeping the meeting notes updated and upload them on GitHub
- ☒ Work on the product backlog on Jira:
 - Marium added respective tasks for each user story
 - Anjali restructured subtasks by adding them as child issues under each task instead of under each user story
- ☒ Decide on the schedule for developing and deploying features:
 - Amani and Bilal worked on a timeline for product features

ACTION ITEMS FOR THE NEXT MEETING

- ☐ Update priority levels for each task
- ☐ Add tasks and assignees for each task under sprint 1
- ☐ Add screenshots of all user stories, tasks and sprint 1 backlog in the release planning document
- ☐ Integrate Jira with GitHub
- ☐ Finalize which APIs will be used for URL shortener and summarization