Sprint Meeting Minutes (SMM001)

Initial Sprint – Post Idea Generation

FILLABLE TEMPLATE – IEEE 830 / ISO/IEC/IEEE 29148 ALIGNED

Document Control

Project Name: Campus Booking System

Sprint: 1

Academic Year: 2025-2026

Date: 2/3/26 Time: 10:43 PM Time Zone: EDT

Previous Sprint Date/Time: N/A

Document ID: SMM001

Prepared By: Syeda Ahmed, Umaya Hassan, Saad Alzamzami, Bassel Taleb

Abstract (IEEE-Style)

This sprint focuses on defining the core requirements and architectural direction for a university centric resource reservation platform. The main goal is to establish the product backlog for study room, equipment, and tutoring slot management.

Participants and Roles

Product Owner / Instructor: Jason Myers

Scrum Master: Bassel Taleb

Team Members Present: Syeda Ahmed, Umaya Hassan, Saad Alzamzami, Bassel Taleb

Absent: 0

Sprint Achievements

• Defined the core system constraints and architectural direction for the booking engine.

• Finalized the product backlog for core features: resource listing, booking calander, and usage reports.

• Completed the initial requirements inception phase.

Product Backlog Overview

EPIC 1: User Accounts & Profiles

1.1 User Registration & Login

Priority: High

User Story: As a student or tutor, I want to create an account so I can use the app.

Acceptance Criteria:

- Sign up with email (school email preferred)
- Login / logout: Password reset
- Role selection: (Student / Tutor)

1.2 User Profile Management

Priority: High

User Story: As a user, I want to manage my profile, so my information is accurate.

Acceptance Criteria:

- Edit name, photo, contact info
- Students: major, year
- Tutors: subjects, hourly rate, availability

EPIC 2: Tutor Booking

2.1 Browse & Search Tutors

Priority: High

User Story: As a student, I want to search for tutors by subject so I can find the right help.

Acceptance Criteria: Search by subject, filter by availability, price, rating, view tutor profile

2.2 Tutor Availability Management

Priority: High

User Story: As a tutor, I want to set my availability so students can book me.

Acceptance Criteria: Add/remove time slots, prevent double booking, view upcoming sessions

2.3 Book a Tutor Session

Priority: High
User Story: As a student, I want to book a tutor session so I can get academic help.

Acceptance Criteria: Select tutor/date/time, Confirm booking, Receive booking confirmation

2.4 Cancel or Reschedule Tutor Session

Priority: Medium
User Story: As a user, I want to cancel or reschedule a booking if my plans change.

Acceptance Criteria: Cancellation before a deadline, Status updated for both users, Notification sent

EPIC 3: Study Room Booking

3.1 View Available Study Rooms

Priority: High
User Story: As a student, I want to see available study rooms so I can reserve one.

Acceptance Criteria: List of rooms, Capacity and features (whiteboard, projector), Real-time availability

3.2 Book Study Room

Priority: High
User Story: As a student, I want to reserve a study room for a specific time.

Acceptance Criteria: Select room and time slot, Prevent double booking, Booking confirmation shown

3.3 Cancel Study Room Reservation

Priority: Medium
User Story: As a student, I want to cancel my room booking if I no longer need it.
Acceptance Criteria:

- Cancel button
- Room becomes available again

EPIC 4: Equipment Booking

4.1 Browse Equipment

Priority: High
User Story: As a student, I want to browse available equipment so I can borrow what I need.

Acceptance Criteria:

- Equipment list (laptops, cameras, calculators, etc.)
- Availability status
- Equipment details

4.2 Reserve Equipment

Priority: High
User Story: As a student, I want to reserve equipment for a time period.

Acceptance Criteria:

- Select start/end time
- Prevent overlapping reservations
- Confirmation displayed

4.3 Return Equipment

Priority: Medium
User Story: As a student, I want to mark equipment as returned.

Acceptance Criteria:

- Return action
- Status updated to available

EPIC 5: Notifications

5.1 Booking Notifications

Priority: Medium
User Story: As a user, I want to receive notifications about my bookings and when equipment becomes available

Acceptance Criteria:

- Booking confirmations
- Cancellations
- Reminders before booking time

EPIC 6: Admin Management

6.1 Manage Tutors

Priority: Medium
User Story: As an admin, I want to approve tutors to ensure quality.

Acceptance Criteria:

- Approve/reject tutor accounts
- View tutor details

6.2 Manage Rooms & Equipment

Priority: Medium
User Story: As an admin, I want to manage rooms and equipment availability.

Acceptance Criteria:

- Add/edit/remove rooms
- Add/edit/remove equipment
- Block unavailable times

EPIC 7: Ratings & Feedback (Optional / Stretch)

7.1 Rate Tutor Sessions

Priority: Low
User Story: As a student, I want to rate tutors so others can choose better.

Acceptance Criteria:

- 1–5 star rating
- Optional comment
- Visible on tutor profile

Sprint Goals

• Successfully implement a functional resource listing that allows students to view available study rooms and tutoring slots in real-time.

• Establish a baseline for requirements inception standards, making sure every feature is mapped to a traceability rule for future testing.

• Complete the architectural direction for the booking engine.

Role Definitions and Expected Deliverables

Role | Title | Responsibility | Deliverables

Umaya – Requirements lead, documentation lead

Syeda – designer, metrics and testing

Saad – Tech Lead

Bassel - Frontend + Backend

Requirements Inception Standards

<<Describe requirement identification, categorization, traceability rules.>>

The requirements are gathered through User Story mapping to capture student and admin needs, such as reserving rooms or approving slots. We categorize these into Functional Requirements, covering main features like resource listing and booking calendar, and Non-Functional Requirements that address the system's security and performance. We also apply strict traceability rules where every requirement ID is linked to specific design, code block, and test case to prevent unnecessary additions and make sure all objectives are met.

Tooling and Change Management

Change Repository Location: _____GitHub_____

Change Tracking Method: _____GitHub_____

System Constraints and Architectural Direction

<<Describe system scope, access constraints, and architecture notes.>>

System Scope: the system is limited to managing University Services including study rooms, specialized equipment (like laptops), and tutoring slots. It is intended for use by currently enrolled students and authorized admin staff.

Access Constraints: Users must log in via the university single sign-on or using a university email account. Students should read/request access for resource listings, while admins write/approve access for the admin approval module. Also, reservations may be constrained by maximum durations (like 2 hours per room) to make sure of fair usage.

Process Framework Alignment

Communication: Stakeholder interviews and sprint planning meetings to gather requirements for resource listings, booking rules, admin approval, and reporting needs

Planning: Define sprint goals, prioritize backlog items, estimate efforts, allocate tasks to the development team

Modeling: Create wireframes and UI flows for booking and admin approval, design data models for resources and bookings, and define system architecture and APIs

Construction: Implement frontend and backend features, integrate calendar and approval workflows, perform unit and integration testing, and fix defects

Deployment: Release the application to the target environment, migrate or seed initial data, monitor usage and errors, collect user feedback for future sprints

Team Availability

<<List each team member and availability/focus>>

Syeda – Mondays: Any time after 2:30 Tuesdays: before 2:30 PM , Thursdays: any time after 4:10 pm

Umaya – Mondays, Wednesdays: after 6pm, Tuesdays, Thursdays: after 6pm.

Saad – Mondays: 5pm to 9pm – Tuesdays: 1pm to 5pm – Sundays: anytime.

Bassel - Monday: After 2:30PM Tuesday: After 7PM

Wednesday: 2:30 – 4:45 Thursday: After 9:30PM

Friday: After 1PM

Backlog Assignments

Tech Lead: Backend architecture and system design

Assigned Epics: 1,2,3,4

Responsibilities:

- Design backend skeleton to support booking

- Select database
- Create data models for users, tutors, rooms, equipment
- Implement availability logic and prevent double bookings

Deliverables:

- Backend project structure
- Core data models aligned with deliverables

Design Lead: Frontend structure and user experience

Assigned Epics: 2, 3, 4

Responsibilities:

- Design fronten skeleton
- Create consistent UI flows
- Design user dashboard

Deliverables:

- Frontend skeleton and nav. Structure

Documentation Lead: Project documents

Assigned Epics: 5,6

Responsibilities:

- Research document best practices
- Create document system tied to epics
- Create README

Requirements Lead: Functional and data requirements

Assigned Epics: 1,2,3,4

Responsibilities:

- Define required fields for profiles, bookings, resources
- Identify business rules (time slots, booking limits, cancellations)
- Ensure requirements support traceability

Deliverables: Requirements field definitions per epic

Sprint Retrospective

What went well: Designed a detailed product backlog

What did not go well: We started this sprint late at night

Improvements for next sprint: We will start at an earlier time

Action Items

• Action: _____ Owner: _____ Due: _____

• Action: _____ Owner: _____ Due: _____

Document Status

Version: 1

Status:

Approval: