Meeting Minutes

Weekly Meeting with team/Supervisor

Meeting No: 1

Meeting Details:

|  |  |
| --- | --- |
| Date: | 10/08/2025 |
| Venue: | Teams |
| Attendees: | Yusuf  Christian  Anthony  Jensen  Pee Jay  Thomas |
| Apologies: | N/A |

Information / Decisions

|  |  |
| --- | --- |
| No. | Item |
| 1 | Completed acceptance criteria for most of the user stories |
| 2 | Completed the extension features and transferred all the user stories to scrum board |
| 3 | added feature types for the user stories |
| 4 | Completed user stories for admin feature |
|  |  |

Action Items

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Item | Who | By |
| 1 | Will complete the rest of the user stories for the event management systems | Pee jay | 11/08/25 |
| 2 | Will complete acceptance criteria | Jensen | 11/08/25 |
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|  |  |  |  |
|  |  |  |  |

Meeting Minutes

Weekly Meeting with team/Supervisor

Meeting No: 2

Meeting Details:

|  |  |
| --- | --- |
| Date: | 11/08/2025 |
| Venue: | Teams |
| Attendees: | Yusuf  Christian  Anthony  Jensen  Pee Jay |
| Apologies: | Thomas (working) |

Information / Decisions

|  |  |
| --- | --- |
| No. | Item |
| 1 | Prioritised the user stories on the scrum board. |
| 2 | Discussed about what tasks we should complete next. |
| 3 | We decided to complete definition of done for the important/main user stories. |
|  |  |
|  |  |

Action Items

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Item | Who | By |
| 1 | Create definition of done for the assigned user stories | Pee jay | 13/08/25 |
| 2 | Create definition of done for the assigned user stories | Jensen | 13/08/25 |
| 3 | Create definition of done for the assigned user stories | Thomas | 13/08/25 |
| 4 | Create definition of done for the assigned user stories | Christian | 13/08/25 |
| 5 | Create definition of done for the assigned user stories | Anthony | 13/08/25 |

Meeting Minutes

Weekly Meeting with team/Supervisor

Meeting No: 3

Meeting Details:

|  |  |
| --- | --- |
| Date: | 15/08/2025 |
| Venue: | Teams |
| Attendees: | Yusuf  Christian  Anthony  Jensen  Pee Jay  thomas |
| Apologies: | Anthony (working) |

Information / Decisions

|  |  |
| --- | --- |
| No. | Item |
| 1 | Discussed about the allocation of the srs document |
| 2 | Successfully assigned all team members to their srs tasks. |
| 3 | Discussed about breaking down user stories into tasks |
|  |  |
|  |  |

Action Items

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Item | Who | By |
| 1 | Is assigned to the UI wireframe | Christian | 19/08/25 |
| 2 | Assigned to system architecture and dependencies | Jensen and peejay | 18/08/25 |
| 3 | Assigned to Introduction of SRS | Anthony | 18/08/25 |
| 4 | Functional and non-functional and assumptions and constraints | Thomas | 18/08/25 |
| 5 | Merge all the DoD into one document | Yusuf | 18/08/25 |

Meeting Minutes

Weekly Meeting with team/Supervisor

Meeting No: 4

Meeting Details:

|  |  |
| --- | --- |
| Date: | 18/08/2025 |
| Venue: | Teams |
| Attendees: | Yusuf  Christian  Jensen  Thomas  Anthony |
| Apologies: | Pee jay |

Information / Decisions

|  |  |
| --- | --- |
| No. | Item |
| 1 | Started working on the wireframe on the homepage and almost done, |
| 2 | Started working on the system architecture |
| 3 | Breaking down the prioritised user stories for sprint 1 and waiting srs doc to be finished in order to complete the introduction for the srs |
| 4 | Finished the functional and non-functional requirements. |
|  |  |

Action Items

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| --- | --- | --- | --- |
| No. | Item | Who | By |
| 1 | Finishing off the wireframe diagram | Christian | 20/08/25 |
| 2 | Working on the system architecture and connecting the system levels. | Jensen | 20/08/25 |
| 3 | Breaking down user stories into tasks | Anthony | 20/08/25 |
| 4 | Will help assist Christian on the wireframes | Thomas | 20/08/25 |
| 5 |  | Peejay | 20/08/25 |

Meeting Minutes

Weekly Meeting with team/Supervisor

Meeting No: 5

Meeting Details:

|  |  |
| --- | --- |
| Date: | 20/08/2025 |
| Venue: | Teams |
| Attendees: | Yusuf  Christian  Jensen  Thomas  Pee jay |
| Apologies: | Anthony (Busy) |

Information / Decisions

|  |  |
| --- | --- |
| No. | Item |
| 1 | Discussed about new user stories |
| 2 | Reprioritised sprint 1 user stories |
| 3 | Created the tasks for sprint 1 user stories |
| 4 |  |
|  |  |

Action Items

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Item | Who | By |
| 1 | Working on the wireframe diagrams, finished the base | Christian | 22/08/25 |
| 2 | Working on the system architecture | Jensen | 22/08/25 |
| 3 | Waiting for the srs to be completed in order to finish the introduction of the srs | Anthony | 22/08/25 |
| 4 | Working with Christian for the wireframes and working on the assumptions and constraints for the functional and non-functional requirements. | Thomas | 22/08/25 |
| 5 | Is working with Jensen to finish the system architecture | Peejay | 22/08/25 |

Meeting Minutes

Weekly Meeting with team/Supervisor

Meeting No: 6

Meeting Details:

|  |  |
| --- | --- |
| Date: | 23/08/2025 |
| Venue: | Teams |
| Attendees: | Yusuf  Christian  Jensen  Thomas  Pee jay  Anthony |
| Apologies: |  |

Information / Decisions

|  |  |
| --- | --- |
| No. | Item |
| 1 | Finalised the wireframe diagrams and finished the DoD. |
| 2 | Finalise the software architecture diagram |
| 3 | Finalisig the sprint backlog user stories into task and finishing DoD |
| 4 | Tweaked the nonfunctional requirements in the SRS |
| 5 | Worked with Jensen to finalise the software acrhtecture and discussed about the documentation for the SRS |

Action Items

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Item | Who | By |
| 1 | Will complete the ui documentation | Christian | 24/08/25 |
| 2 | Will complete the documentation of section 6 in the SRS | Jensen | 24/08/25 |
| 3 | Retweaked the tasks to align with the SRS | Anthony | 24/08/25 |
| 4 | Finalised the nonfunctional requirement according to the SRS | Thomas | 24/08/25 |
| 5 | Worked with Jensen to finalise the software acrhtecture and discussed about the documentation for the SRS | Peejay | 24/08/25 |