**Meeting Minutes 6: Project Management and Report Finalization**

**Subject:** Project Management and Final Report Preparation  
**Location:** Trottier Building, 3rd Floor  
**Start Time:** November 13, 2pm  
**Duration:** 6 Hours

**Attendees:** Paolo, Peter Zhang, Emile, Jeff, Rami

**Topics:**

* Project Backlog and Task Review:
  + Reviewed completed tasks and outstanding items in the GitHub project backlog.
  + Verified each issue and assignee to ensure all deliverable components were accounted for.
  + Confirmed that all tasks assigned throughout the project were documented with status updates, completion dates, and relevant notes.
* Testing Completion and Class Updates:
  + Finalized testing for all business methods and integration endpoints, achieving target test coverage.
  + Noted issues encountered with certain model associations in testing, requiring updates to the domain model, service, and repository classes.
  + Made additional adjustments to controller classes to improve handling of edge cases, ensuring alignment with business logic and domain rules.
* Report Compilation and Documentation:
  + Discussed structuring the project report, including key sections such as:
    - Introduction to Deliverable 2 and its objectives.
    - Challenges encountered, particularly around repository issues, domain model changes, and service layer integration.
    - Summary of quality assurance efforts and test coverage results.
  + Each team member provided brief summaries of their contributions to ensure the report reflects individual roles and responsibilities.
* Final Documentation Updates:
  + Emile took responsibility for finalizing API endpoint documentation, including parameters, response types, and example usage.
  + Paolo and Peter reviewed and refined the README file, ensuring it contains:
    - Project overview, team roles, and hours spent on each deliverable.
    - Clear navigation to meeting minutes, UML diagrams, and other supporting documents.

**Outcomes:**

* Completed Testing and revisited multiple parts of the project like service classes and controller classes, which we updated for testing purposes
* **Project Documentation Complete:** All sections of the report, README, and wiki documentation were finalized.
* **Final Submission Readiness:** The team confirmed the project is ready for final review and submission by the deadline.
* **Action Items:**
  + Each member will perform one last review of their assigned documentation sections.
  + Paolo will handle the final commit and submit the required link on MyCourses.