Group 32 - Sprint 4 Meeting Documentation

Meeting 1: Sprint 3 Client Review & Planning

Date:
08/05/2025
Platform:
In-person
Attendees:
Yamkela Vutula, Yonwaba Vunda, Kuhle Bikitsha, Njabulo Maluleke, Katleho Sefuba
Type:
Sprint Review & Planning
Summary:
The team presented Sprint 3 outcomes to the client, who was satisfied but requested improved documentation of user stories and UATs. Expectations for Sprint 4 were clarified, with emphasis on architecture diagrams and achieving 80% code coverage.
Decisions Made:
- Improve documentation of user stories and UATs
- Begin preparing UML diagrams
- Aim for 80% code coverage

Meeting 2: Internal Sprint Planning & Task Assignment

Date:
10/05/2025
Platform:
In-person
Attendees:
Full team
Type:
Internal Planning Meeting
Summary:
Sprint 4 goals were discussed and tasks assigned to improve page responsiveness and completeness. Preliminary plans for UML diagrams and code-coverage responsibility were established.
Decisions Made:
- Assign page updates (e.g., dashboards) to each member
- Divide UML diagram responsibilities
- Designate responsibility for code coverage
- Maintain target of 80% code coverage

Meeting 3: Daily Scrum - Task Progress Check

Date:
11/05/2025
Platform:

WhatsApp Group Call

Attendees:

Full team

Type:

Daily Scrum

Summary:

Team members reported tasks still in progress. The task-completion deadline was extended, with the next check-in scheduled for 13/05/2025.

Decisions Made:

- Extend task-completion deadline
- Next check-in scheduled for 13/05/2025

Meeting 4: Scrum Check-in & UML Distribution

Date:

13/05/2025

Platform:

WhatsApp Group Call

Attendees:

Full team

Type:

Scrum Progress Meeting

Summary:

Progress on web development and code testing was reviewed. UML responsibilities were finalized, assigning each member a 4 + 1 architecture view. Focus shifted to refining and integrating diagrams into documentation.

Decisions Made:

- Finalize UML view assignments
- Begin polishing and integrating diagrams
- Follow-up planned after academic workload reduction

Meeting 5: Final Sprint Wrap-up

Date:

18/05/2025

Platform:

In-person

Attendees:

Full team

Type:

Sprint Review & Backlog Review

Summary:

Sprint 4 backlog was reviewed. Most tasks were completed except for code-coverage work, which one member was tasked to finalize. A GitHub release was created for Sprint 4.

Decisions Made:

- Ensure code-coverage completion (80%) before final client review
- Close all completed GitHub issues
- Create official Sprint 4 release on GitHub