

Meeting Minutes

Team Name: PROJ

Sprint: 4

Date: Nov 18, 2025

Location: Online (Microsoft Teams)

Attendees: All team members present

Team Members

Name	Student ID	GitHub Username	Role
Jawad Hamed Mohammed Mahyoub Al-Aqlani	40272579	JawadAl-Aqlani	Frontend
Ahmad Al Habbal	40261029	ham340i	Team Leader / Frontend
Abd Al Rahman Al Kabani	40247395	aboudka2003	Backend / Frontend
Mena Boulus	40291619	menaboulus	Frontend
Abed-Elmouhsen Cherkawi	40323359	A-CHERKAWI	Backend
Harjot Minhas	40315397	M1nha5	Backend
Fady Dous	40190778	fady0101	Backend

Objectives Discussed

- Reviewed carry-over tasks from Sprint 3 and evaluated current completion rates.
- Outlined the required regression testing for all existing user stories.
- Planned the final integration of student, organizer, and admin flows.
- Discussed requirements for polishing UI/UX across the entire platform.

Detailed Discussion Notes

- Backend inconsistencies between ticket-claim endpoint and analytics endpoint were identified.
- UI responsiveness issues detected on mobile views for the Student Event Discovery page.
- Organizer dashboard charts sometimes load before data → flagged for debugging.
- Discussion on updating documentation to match new architecture changes.

Decisions / Outcomes

- Frontend team to unify all button styles, spacing, and navigation transitions.
- Backend team to finalize stable API responses before integration week.
- Testing plan approved including regression, acceptance, and system testing.
- Agreed on enforcing consistent commit conventions and PR reviews.

Blockers / Risks

- Potential delay from backend due to analytics API rewriting.

- Risk that QR code scanning may require fallback upload workflow.
- UI inconsistencies across dark/light mode themes identified.

Testing & QA Notes

- Regression tests must cover ticket claiming, event browsing, QR flow, event creation.
- Team will use Jest for unit tests and Postman for endpoint validation.
- Members assigned specific test cases with deadlines.

Action Items

- Backend to stabilize analytics endpoints.
- Frontend to polish event detail page and fix responsive issues.
- All members begin updating documentation sections.

Next Meeting

Next meeting: Nov 22, 2025 – Review test results, fix bugs, and prepare integration timeline.