

# Meeting Minutes

**Team Name:** PROJ

**Sprint:** 4

**Date:** Nov 22, 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 status of regression and acceptance tests.
- Validated fixes applied to organizer dashboard.
- Planned integration testing for organizer → admin workflows.
- Reviewed demo expectations and required deliverables.

## ***Detailed Discussion Notes***

- Analytics statistics mismatch was reproduced and confirmed fixed.
- QR validation endpoint updated to support file-upload fallback.
- Significant improvements seen in event filtering after refactoring.
- Reviewed performance results—some pages still load slowly.

## ***Decisions / Outcomes***

- All major bugs documented and assigned with deadlines.
- Approval workflow now working end-to-end after patch.
- Demo script drafted including user paths for all personas.
- Documentation progress meeting target completion rate.

## ***Blockers / Risks***

- Page loading performance remains a risk, especially for analytics-heavy pages.

- Team noted missing edge-case tests for ticket overselling.
- Organizer CSV export file sometimes missing UTF-8 encoding.

### ***Testing & QA Notes***

- System test suite now covers 85% of primary workflows.
- Manual acceptance tests revealed 4 UI bugs and 2 backend inconsistencies.
- Performance tests scheduled before Sprint 4 ends.

### ***Action Items***

- Fix all discovered UI bugs before Nov 24.
- Backend team to finalize QR scanning and CSV encoding updates.
- Finalize Demo Flow Version 2 and rehearse.

### ***Next Meeting***

Next meeting: Nov 26, 2025 – Final pre-submission checks, documentation review, and complete demo flow.