

Meeting Minutes

Team Name: PROJ

Sprint: 4

Date: Nov 26, 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

- Validated all final integrated features and workflows.
- Ensured documentation completeness across README, architecture, and testing files.
- Reviewed submission structure and repository organization.
- Prepared final demo flow for submission day.

Detailed Discussion Notes

- UI fully consistent across views after final styling round.
- Ticket claiming works smoothly including unique QR generation.
- Admin dashboard analytics confirmed accurate after final data validation.
- Testing documentation updated to reflect final system behavior.

Decisions / Outcomes

- Team approved final architecture diagram and updated repository structure.
- All members confirmed their contribution summaries.
- Final cleanup tasks assigned for both backend and frontend.

Blockers / Risks

- Minor risk: potential slow render on analytics dashboard if network slow.
- Some acceptance test cases still missing screenshots.

- Team must finalize README formatting for clarity.

Testing & QA Notes

- System tests passed 100% after final fixes.
- Acceptance testing fully completed with screenshots pending upload.
- Unit test coverage reached acceptable threshold.

Action Items

- Finalize code comments and consistent naming conventions.
- Upload final testing screenshots and diagrams.
- Prepare presentation slides and run full demo rehearsal.

Next Meeting

Next meeting: Demo Presentation Day – Final run-through and delivery.