

Meeting Minutes

Team Name: PROJ

Sprint: 2

Meeting #: 3

Date: October 5th, 2025

Location: Hall Building – H907

Attendees: All team members were 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 |

Description of Project

Our project is a web-based application that provides a centralized platform for campus event management and ticketing. Students will be able to discover events, reserve tickets, and check in with QR codes. Organizers will create/manage events, track attendance, and export attendee lists. Administrators will approve organizers, moderate events, and oversee participation statistics.

The goal is to deliver a **prototype** that demonstrates these features as a foundation for a complete system.

Objectives Discussed

- Conducted final walkthrough for Sprint 2 deliverables.
- Ensured all issues were linked to pull requests on GitHub.
- Reviewed demo sequence and presentation slides.
- Checked repository structure and documentation updates.
- Planned next steps for Sprint 3 feature roadmap.

Decisions / Outcomes

1. Code freeze scheduled for Oct 6th, 2025.
2. Ahmad to present EventList and filtering features in demo.
3. Mena and Abd Al Rahman to handle calendar and QR ticket sections.

4. Backend team confirmed mock APIs working with frontend components.
5. Sprint 2 considered complete and ready for review.

Action Items

- Ahmad: Submit finalized EventList.jsx.
- Abd Al Rahman: Ensure QR ticket component tested with all events.
- Mena: Complete UI walkthrough and transitions.
- Harjot & Fady: Finalize backend mock server notes.
- All: Merge PRs and update GitHub README with demo instructions.

Next Meeting

Date/Time: Wednesday, Oct 8th, 2025 — 6:30 pm

Agenda: Sprint 3 kickoff, assign new issues, and begin backend integration planning.