## **Meeting Records**

## Sprint 2

These meeting records serve to document key details of each team meeting conducted via Teams, including member attendance, communication with absent members, date and time, meeting format (in-person or online), objectives, and discussion summaries.



Date and Time	First Team Meeting (13/02/2025 14:10 – 15:15)
Project Name	GAMES TIPS & TRICKS
Meeting Goal	<ul><li>Review Sprint 1</li><li>Plan Sprint 2</li></ul>
Facilitator	Anderson Ricardo Gomes Ballesteroz
Note taker	Keisha Geyrozaga Anderson Ricardo Gomes Ballesteroz
Attendees	<ul> <li>Keisha Geyrozaga (GEY23581805) – Product Owner</li> <li>Anderson Ricardo Gomes Ballesteroz (GOM21551647) – Scrum Master</li> <li>Mohammad Rohan (ROH22609719) – Team Member</li> <li>Angelo Bongon (BON22529894) – Team Member</li> </ul>
Roundtable Updates (each group member to contribute)	<ul> <li>Keisha: Confirmed that Sprint 1 has been completed successfully. GitHub and Kanban board are up to date. No additional feedback was provided by the lecturer.</li> <li>Anderson: Emphasized that the meeting should define clear tasks for Sprint 2. Highlighted the need for the team to coordinate work efficiently.</li> </ul>

Rohan: Will focus on UML diagrams and database structures.  Expressed confidence in completing ERD and Class Diagrams
<ul> <li>before the next meeting.</li> <li>Angelo: Will structure application features as user stories and assist Keisha in updating the Kanban board.</li> </ul>
What was the feedback from the lecturer?
<ul> <li>"Everything is fine", no additional feedback was given.</li> </ul>
What, if any, additional tasks do you need to do following the review?
Start Sprint 2 tasks immediately to meet the deadline.
What are the features you are going to focus on for Sprint 3?
Implementing UI wireframes.
Structuring the UML diagrams for backend integration.
Setting up database architecture based on ERD.
Adding user authentication and gamification elements.
Who is going to start creating the artifacts for these?
Wireframes: Keisha
UML Diagrams (Use Case, Activity, Sequence): Rohan
ERD & Class Diagram: Rohan
User Stories: Angelo
Kanban Board for Sprint 3: Keisha & Angelo
Meeting Records & GitHub Update: Anderson
How and when will the group review and approve the artifacts?
Artifacts will be reviewed in the second meeting (19/02/2025).
Each team member should upload their work to GitHub and notify the group for feedback before the next meeting.
Write user stories in PDF – Angelo
Create UML Diagrams (Use Case, Activity, Sequence) – Rohan
Design Wireframes – Keisha
Create ERD & Class Diagram – Rohan
Update Kanban Board with Sprint 3 tasks - Angelo & Keisha
Update Meeting Records – Anderson
Upload Screenshot of Kanban Board to GitHub – Anderson



Date and Time	<b>Second Team Meeting</b> (19/02/2025 13:50 – 14:55)
Project Name	GAMES TIPS & TRICKS
Meeting Goal	Review Sprint 2 progress
	Finalize deliverables and ensure all tasks are complete
Facilitator	Anderson Ricardo Gomes Ballesteroz
Note taker	Keisha Geyrozaga
	Anderson Ricardo Gomes Ballesteroz
Roundtable Updates (each group member to contribute)	<ul> <li>Keisha Geyrozaga (GEY23581805) – Product Owner</li> <li>Anderson Ricardo Gomes Ballesteroz (GOM21551647) – Scrum Master</li> <li>Mohammad Rohan (ROH22609719) – Team Member</li> <li>Angelo Bongon (BON22529894) – Team Member</li> <li>Keisha: Completed wireframes, uploaded them to GitHub, and integrated them into the project PDF. Ready for feedback.</li> <li>Anderson: Updated meeting records and added the Kanban screenshot to GitHub and PDF.</li> <li>Rohan: Created UML diagrams and ERD/Class Diagrams. Requested a review before final submission.</li> <li>Angelo: Completed user stories and structured them in the PDF. Updated the Kanban board with Sprint 3 tasks.</li> </ul>
Discussion points	What was the feedback from the team on the created artifacts?
	<ul> <li>Wireframes: Approved. Minor UI changes will be addressed in Sprint 3.</li> <li>UML Diagrams &amp; ERD: Some labels need minor adjustments before final upload.</li> <li>User Stories: Well structured, no changes needed.</li> <li>Finalizing Sprint 2:         <ul> <li>All artifacts must be uploaded to GitHub and the final PDF version.</li> <li>Final quality check and submission.</li> </ul> </li> </ul>

Actions (list tasks and assign a group member)	Minor fixes on UML Diagrams & ERD – Rohan
	<ul> <li>Upload final PDF version with all artifacts – Keisha</li> </ul>
	Final review of project documentation - Entire Team
	Submit Sprint 2 deliverables - Keisha & Anderson
	Ensure all meeting records are properly formatted and
	included in the PDF – Anderson
	Cross-check Kanban board tasks with the meeting records for
	consistency – Anderson