Meeting Minutes – Meeting # 9

Date : 11/16/2025
Attendees : Magnus, Ahmed, Joas, Matei, Alexandre, Sabine, Derek, Mateo, Fiacre.

Meeting Agenda:
- Review sprint 4 requirements and deliverables.

Discussion Points:
- *Coding Progress:*
    - Review of PRs on Github.
    - Task completion overview.
    - Status of remaining open tasks.

- *Tasks review and assignment:*
    - Sprint 4 tasks were written. We will assign them during the week.

- *Sprint 3 Requirement Review:*
    - Sprint 4 grading criteria: ☒ Grading for sprint 4.xlsx
    - Sprint 4 requirements →
        - All core and additional features completed and working.
        - Scrum meetings held regularly with meeting minutes recorded.
        - Each user story includes risk, priority, and story points.
        - Code is well-organized in proper packages.
        - Code quality is clean with no major issues.
        - Coding style is consistent and enforced across the project.
        - Commit messages are clear, work is referenced to issues/PRs, and discussions/reviews are visible.
        - Continuous Integration runs tests on every commit.
        - Acceptance tests exist for all user stories.
        - At least 10 meaningful test cases covering different input groups.

- *Sprint Tasks & Planning:*
    - Sprint 1 tasks → Done.
    - Sprint 2 tasks → Done.
    - Sprint 3 tasks → Done.
    - Sprint 4 tasks → Testing left.

To Do:
- Finish all required features and keep planning/documentation updated.
- Maintain clean, consistent code with clear commits and proper GitHub usage.
- Ensure CI and testing are in place, including acceptance tests.