

Sprint Retrospect & Kick off Sprint 4 Meeting for Project

Meeting Minutes – 14th March 2025, 11:00PM to 2PM

Venue – Library Room STH503C

Attendance –

- Geoffrey Jensen – Scrum Master
- Nicholas Parise – Product Owner
- Stephen Stefanidis
- Ethan Brennan
- Justin Thomas Bijoy
- Anthony Medico

Agenda –

- Sprint Retrospect
- Jira Update
- Review Outstanding Items
- Kick off Sprint 5
- Next Steps

Minutes

- **Sprint Retrospect**
 - Reviewed Sprint 4 progress, discussing achievements and areas for improvement.
 - All outstanding items from Sprint 3 were pushed to Sprint 5.
- **Jira Update**
 - Updated the Jira board with completed and pending tasks.
 - Ensured all tasks are assigned correctly and in the right status for Sprint 4.
 - Check Jira page for more information on what is assigned to different team members
- **Review Outstanding Items**
 - CSS styling is incomplete as the web app is still undergoing changes.
 - Pytest has been implemented, but additional testing is required for various API components.
 - Research on notification implementation is complete, but the feature still needs to be developed.
 - Some Wishlist and event settings require further review and implementation.
 - The summary page has not been addressed and has been deferred to the next sprint.
- **Kick off Sprint 5**
 - Defined objectives and priorities for Sprint 5.

- Assigned new tasks to team members based on progress and project requirements.
- More feature of the Wishlist and events was the main objective of this Sprint 5
- **Next Steps**
 - Team members to begin implementation of Sprint 5 tasks which was assigned to them.
 - Next stand-up meeting was scheduled to be on the Friday, 21st March 2025.
- **Tools and Resources:**
 - Jira for task management and sprint tracking.
 - GitHub for version control and collaborative development.
 - Discord for daily communication and updates.

Next Meeting:

Progress Check In 2 meeting with TA will be held next week, **18th March, Tuesday at 9:00AM** to 9:20AM.

Weekly Meeting for Sprint 4 will be held next week, **21st March, Friday at 11:00 AM** to 2PM.