

Release Planning Meeting for Project

Meeting Minutes – 17th January 2025, 11:00PM to 2PM

Venue – Library Room STH237

Attendance –

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

Minutes

- **Review of Current Progress**
 - o The group went over the Wishify™ project's idea and design creation to come.
 - o To ensure alignment with the project scope, the group reviewed and completed the sprint, product, and user stories backlogs.
- **Discussion on the Release Planning Document**
 - o The group discussed about how the Release Planning Document will act as a development process road map.
 - o The creation of the document:
 - Setting user stories in order of importance and complexity.
 - Ensuring that the backlog of tasks is specific and actionable.
 - Collaborated during team meetings to refine and prioritize user stories.
 - Divided work to leverage individual strengths and complete the document efficiently.
 - Used team feedback to iterate on the document and ensure completeness.
- **Planning for Future Sprints**
 - o The work is divided into five sprints, each spanning two weeks, to ensure a structured and agile development process.
 - o **Objectives:**
 - Deliver key features progressively.
 - Ensure that all aspects of development, from UI design to backend integration and testing, are addressed within the sprint timeline.
 - o **Approach:**
 - Weekly Stand-up meeting to discuss progress and roadblocks.
 - Weekly meetings are in the group study rooms in the library on Friday from 11:00am - 2:00pm (tentative, depending on how much time is needed).

- Sprint planning and review sessions held every two weeks assist in backlog reduction as well as assessment of the success of completed sprints.
- o **Outcome:** To keep the project on schedule and provide the planned features with high standards of quality, each sprint focuses on specific tasks that build upon the earlier work.
- o **Sprint 1 Goals:**
 - The first sprint will span 20th January to 31st January, focusing on implementing the opening features.
 - Complete the database setup (UML design and PostgreSQL implementation).
 - Begin front-end development for user account creation, Wishlist functionality, and event management.
 - Finalize API specifications for core features.
- **Next Steps:**
 - o Assign specific tasks for the upcoming sprint based on expertise:
 - o Schedule weekly progress meetings to monitor sprint progress and address roadblocks.
 - o Ensure that all tasks in the sprint backlog are tested and documented.
- **Tools and Resources:**
 - o Jira for task management and sprint tracking.
 - o GitHub for version control and collaborative development.
 - o Discord for daily communication and updates.

Next Meeting:

Kick off Sprint 1 will be held next week, 24th January 2025 and 11:00AM to 2:00PM.