Sprint Retrospect & Kick off Sprint 4 Meeting for Project

Meeting Minutes – 28ᵗʰ February 2025, 11:00PM to 2PM

Venue – Library Room STH503C

Attendance –

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

Agenda –

- Sprint Retrospect
- Jira Update
- Review Outstanding Items
- Kick off Sprint 4
- Next Steps

Minutes

- **Sprint Retrospect**
  - Reviewed Sprint 3 progress, discussing achievements and areas for improvement.
  - All outstanding items from Sprint 3 were pushed to Sprint 4.
- **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**
  - Wishlist home page place holder was still outstanding and not complete.
  - Redirect users after successful login to registration.
  - CSS of every page was designed and now must be implemented.
  - Bunch of Research was needed to be done (sharing features, Testing, and email notification)
- **Kick off Sprint 4**
  - Defined objectives and priorities for Sprint 4.
  - 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 4
- **Next Steps**

- o   Team members to begin implementation of Sprint 4 tasks which was assigned to them.
  - o   Ensure API specifications are finalized and documented.
  - o   Schedule weekly progress review meetings.
  - o   Next stand-up meeting was scheduled to be on the Friday, 7th March 2025.
- **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:

Weekly Meeting for Sprint 4 will be held next week, **7th March Friday 11:00 AM** to 2PM.