

## **Sprint Retrospect & End of Project Meeting**

**Meeting Minutes – 17<sup>th</sup> April 2025, 10:00AM to 12PM**

**Venue** – 3490 Schmon Parkway (Justin's Residences)

### **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 7
- Next Steps

### **Minutes**

- **Sprint Retrospect**
  - o Reviewed Sprint 7 progress, discussing completed tasks and areas for improvement.
  - o All outstanding items from Sprint 7 should be completed within the weekend
- **Jira Update**
  - o Updated the Jira board with completed and pending tasks.
  - o Ensured all tasks are assigned correctly and in the right status for Sprint 7.
  - o Discussed final tweaks and issues within the application.
  - o To fix all issues and changes within the weekend
- **Presentation Discussion**
  - o Finalised script/ layout of presentation.
  - o Each individual was responsible for what they did in this project.
  - o Justin takes away the slides after information has been fully UpToDate and design the slides for the final presentation
- **End of Project**
  - o Sprint 7 marks the final sprint of the project.
  - o All tasks in Jira should be wrapped up by the end of weekend before the presentation data i.e. 22<sup>nd</sup> April 10:50 AM.

- o The GitHub repository will be closed on April 18<sup>th</sup> for new changes, signifying the end of the sprint.
- **Upcoming Tasks**
  - o Finalize the project presentation.
  - o Complete any remaining CSS work and final tweaks to the web app.
  - o Share the website for user testing.
  - o Finish the User Guide, PowerPoint presentation, and final project report.
  - o Geoff to do a Video Demo of the application and post it on YouTube.
- **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:**

Presentation of Final Project will be held 22<sup>nd</sup> April 2025 at 10:50AM at J333