Sprint Retrospect & Kick off Sprint 2 Meeting for Project

Meeting Minutes – 31ˢᵗ January 2025, 11:00PM to 2PM

Venue – Library Room STH503C

Attendance –

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

Agenda –

- Sprint Retrospect
- Jira Update
- Go through all Webpages designed
- Kick off Sprint 2
- Next Steps

Minutes

- **Sprint Retrospect**
  - Reviewed Sprint 1 progress and discussed what went well and areas for improvement.
  - Identified any blockers and how to address them in Sprint 2.
- **Jira Update**
  - Updated the Jira board with completed and pending tasks.
  - Ensured all tasks are assigned correctly and in the right status.
- **Go through all Webpages designed**
  - Each team member presented their designed webpage.
  - Discussed feedback and necessary improvements for consistency.
- **API Specification Discussion**
  - Each team member to define their page's data requirements from the backend.
  - Determine what data is needed, the data types, and how it should be structured.
  - Define headers per page, form metadata, and API response format.
  - Work collectively to finalize API specifications.
  - Provide example inserts for dummy items in the database.
- **Kick off Sprint 2**
  - Defined objectives and priorities for Sprint 2.
  - Assigned new tasks to team members based on progress and requirements.

- **Next Steps**
  - o Team members to refine their designs and start development for Sprint 2.
  - o Nick to finalize API endpoints for frontend-backend integration.
  - o Provide dummy database inserts for testing.
  - o Next meeting scheduled to review Sprint 2 progress and resolve any blockers.
  - o Tentative TA meeting on Thursday, February 11th (9:00 AM - 12:00 PM) or February 13th (12:00 - 1:00 PM).
  - o Stand-up meeting next week as usual.
- **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 2 will be held next week, 7th February 2025 and 11:00AM to 2:00PM.

Tentative TA meeting on Thursday, February 11th (9:00 AM - 12:00 PM) or February 13th (12:00 - 1:00 PM).