

Sprint Retrospect & Kick off Sprint 3 Meeting for Project

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

Venue – Library Room STH503C

Attendance –

- Geoffrey Jensen – Scrum Master
- Stephen Stefanidis
- Justin Thomas Bijoy
- Anthony Medico

Agenda –

- Sprint Retrospect
- Jira Update
- Review Outstanding Items
- Kick off Sprint 3
- Next Steps

Minutes

- **Sprint Retrospect**
 - o Reviewed Sprint 2 progress, discussing achievements and areas for improvement.
 - o All outstanding items from Sprint 2 were pushed to Sprint 3.
- **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 3.
 - o Check Jira page for more information on what is assigned to different team members
- **Review Outstanding Items**
 - o Wishlist home page – Add images in the background of the wishlist box.
 - o Redirect users after successful login to registration.
 - o Work on dummy data for application testing.
 - o Ensure the date field for the deadline is set to null if left empty.
 - o Convert the Sprint 2 progress PowerPoint to a report.
 - o Backend API specification document to be completed and shared.
 - o More outstanding items added to the Jira board and as part of Sprint 3
- **Kick off Sprint 2**
 - o Defined objectives and priorities for Sprint 3.
 - o Assigned new tasks to team members based on progress and project requirements.
 - o Discussed new feature additions for Sprint 3.
- **Next Steps**

- o Team members to begin implementation of Sprint 3 tasks.
- o Ensure API specifications are finalized and documented
- o Convert the Progress report from PowerPoint to a document format and complete the format of the Progress Report assigned to Justin.
- o Schedule weekly progress review meetings.
- o Next team meeting is tentative for the 22nd February Saturday after 1 PM online, subject to necessity based on project needs.
- **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 3 will be held next week, **22nd February Saturday after 1:00 PM** (Tentative). Finalized meeting confirmation will be based on the team's progress and necessity.