

Sprint Retrospect & Kick off Sprint 7 Meeting for Project

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

Venue – Library Room STH503A

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 6 progress, discussing achievements and areas for improvement.
 - o All outstanding items from Sprint 6 were pushed to Sprint 7.
 - o Sprint 7 is going to be a shorter sprint with a span of 1 week
- **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 4.
 - o Check Jira page for more information on what is assigned to different team members
- **Review of Outstanding Items**
 - o Most of the feature implementation is complete.
 - o CSS updates are currently in progress.
 - o The documentation process has started, with tasks assigned to each team member.
 - o Final feature adjustments have been made.
- **Sprint 7 Kickoff**
 - o Sprint 7 marks the final sprint of the project.
 - o All tasks in Jira should be wrapped up by the end of this sprint.
 - o The GitHub repository will be closed on April 18th, signifying the end of the sprint.

- **Upcoming Tasks**
 - Prepare and finalize the project presentation.
 - Complete any remaining CSS work and final tweaks to the web app.
 - Share the website for user testing.
 - Finish the User Guide, PowerPoint presentation, and final project report.
- **Tools and Resources:**
 - Jira for task management and sprint tracking.
 - GitHub for version control and collaborative development.
 - Discord for daily communication and updates.

Next Meeting:

Presentation Brainstorm 4 will be held next week, **15th April, Friday at 10:00 AM** to 12PM.

End of Sprint 7 and End of Project will be held next week, **18th April 2025 and 10:00AM** to 12:00PM.