**Meeting Minutes**

**Professional Computing Project – Team 03**

**Date:** September 15, 2025  
**Duration:** 60 minutes  
**Purpose:** Sprint 3 planning, role/task updates, and discussion of meeting scheduling issue.

**Attendees**

* James Felstead
* Peter Fang
* Chunyu Zheng
* Rania Khan
* Hazel Wang

**Key Discussion Points**

**1. Sprint 2 Deliverables**

* Prototype deadline: Confirmed that Sprint 2 prototype must be ready by Wednesday.
* Required documents for client:
  + Test results file (even if partial).
  + Description of new stories (Sprint 3 plan).
  + Client project retrospective minutes.
  + Internal project retrospective minutes.
* **Action:** Minimum set of ~6 test cases to be run and compiled into a document for client submission.

**2. Testing Responsibility**

* Concern raised that testing workload is too heavy for one member.
* Proposal:
  + Shift Chunyu’s role from database work (currently minimal need) to testing support.
  + Save all test results in GitHub for transparency and client review.
  + Hazel offered to learn and contribute to testing with guidance.

**3. System Integration**

* Agreed that each developer should write their own API for their component to ensure smoother integration.
* Plan to combine systems after Sprint 2 submission, even if integration is initially “manual/scuffed.”

**4. Stories & Reflections**

* User stories: description of Sprint 3 tasks (Jira/ClickUp board entries).
* Internal reflection to be drafted after Sprint 2 results are ready.

**5. Client Meeting Scheduling**

* Group agreed to request Wednesday afternoon online meeting with client instead of morning.
* Draft email prepared and to be sent explaining situation.

**Decisions Made**

* Minimum test cases to be compiled for Sprint 2.
* Chunyu reassigned to assist with testing.
* Hazel to support testing and draft Sprint 3 stories.
* Wednesday client meeting request to be moved to afternoon online (subject to client approval).
* Each member responsible for API of their own code to ease integration.

**Action Items**

|  |  |  |
| --- | --- | --- |
| **Task** | **Responsible** | **Deadline** |
| Draft & send email to client requesting reschedule | Team | Sep 15 |
| Provide Sprint 3 story template/example | Team | Sep 16 |
| Prepare test cases & results document | Team | Sep 17 |
| Update ClickUp/Jira boards for Sprint 3 planning | Team | Sep 16 |
| Draft client & internal retrospectives | James & Peter | Sep 17 |

**Next Steps**

* Complete and submit Sprint 2 deliverables by **Wednesday, Sep 17**.
* Hold rescheduled client meeting (target: Wednesday afternoon online).
* Begin Sprint 3 with clear role reassignments and integration plan.

**Meeting Minutes Prepared by:** Hazel Wang  
**Date Prepared:** September 15, 2025  
**Next Meeting:** Client Session – Sep 17 (afternoon, online if approved)