**NextLevel**

**Meeting Minutes**

**Sprint 2 Meeting**

**Date: 14 October 2022**

**Project Name:** *NextLevel Research Conference Management System*

**Opening**

The regular meeting of NextLevel research conference management system was called to order at 10:00AM on 14 October, 2022 by Aaron Vincent in SIM.

**Present**

* Aaron Vincent
* Brandon Chew
* Mikael Denys Widjaja
* Patricia Natasha
* Roswin Dingenus
* Wynne Hewitt
* Yechan Kim

**Agenda**

* Sprint 1 Review
* Create sprint 2 and add the user story from the backlog in Taiga
* Task distribution of Sprint 2
* Create a list of prioritized use cases for Sprint 2

**Summary of Events**

Sprint 1 Review:

All members came up and showed what they have completed. Everyone has completed their assigned tasks and we will now move on to Sprint 2. The Scrum Master has closed Sprint 1 on Taiga.

Prioritized Use Cases

All members have discussed which use cases should be prioritised for sprint 2.

The Author use cases are as followed:

* #10 - Submit papers
* #11 - View submitted papers
* #12 - Update submitted papers
* #13 - Delete submitted papers
* #243 - Read submitted paper

The frontend will be done by Wynne Hewitt and the backend will be done by Patricia Natasha for the following tasks.

The prioritized use cases diagrams and programming should be done by sprint 3.

Taiga follow-up

Aaron, the Scrum Master, has added the use cases into sprint 2 on Taiga. Group members may refer to Taiga if required on what tasks are required to be completed.

**Adjournment**

Meeting was adjourned at 11:30AM by Aaron Vincent . The next regular meeting will be on 21 October, 2022 in SIM.

**Minutes submitted by:** Wynne Hewitt

**Approved by:** Aaron Vincent