**NextLevel**

**Meeting Minutes**

**Sprint 4 Meeting**

**Date: 28 October 2022**

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

**Opening**

The regular meeting of NextLevel research conference management system was called to order at 10:00 AM on 28 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 3 Review
* Create sprint 4 and add the user story from the backlog in Taiga
* Task distribution of Sprint 4
* Create a list of prioritized use case for Sprint 4

**Summary of Events**

Sprint 3 Review

All members came up and showed what they have done for Sprint 3. Everyone has completed their assigned task and we will move on to Sprint 4. The Scrum Master has closed Sprint 3 on Taiga.

Prioritized Use Cases

All members have discussed and agreed on which use cases should be prioritized for sprint 4.

The Reviewer use cases are as followed:

* #22 - View reviewed papers
* #251 - Read other reviewer’s review on the paper
* #23 - Edit my own review
* #24 - Delete my own review
* #26 - Comment on the review made by other reviewers
* #250 - View comments on the review

The Conference Chair use cases are as followed:

* #256 - Read paper’s content
* #30 - View all undecided papers
* #254 - Read review’s content
* #31 - Accept Paper
* #32 - Reject Paper
* #33 - View list of accepted or rejected papers

The frontend of Reviewer use cases will be done by Wynne Hewitt and the backend of Reviewer use cases will be done by Brandon Chew.

The frontend of Conference Chairs use cases will be done by Wynne Hewitt and the backend of Conference Chairs use cases will be done by Patricia Natasha.

The diagrams and programming should be completed by sprint 5.

Taiga Follow-up

Aaron, the Scrum Master, has added the use cases into sprint 4 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 04 November, 2022 in SIM.

**Minutes submitted by:** Brandon Chew

**Approved by:** Aaron Vincent