**NextLevel**

**Meeting Minutes**

**Sprint 5 Meeting**

**Date: 04 November 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 04 November, 2022 by Brandon Chew in SIM.

**Present**

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

**Agenda**

* Sprint 4 Review
* Create sprint 5 and add the user story from the backlog in Taiga
* Task distribution of Sprint 5
* Create a list of prioritized use case for Sprint 5
* Ethical Consideration Discussion
* Data-driven Development Discussion

**Summary of Events**

Sprint 4 Review

All members came up and showed what they have done for Sprint 4. Everyone has completed their assigned task and we will move on to Sprint 5. The Scrum Master has closed Sprint 5 on Taiga.

Prioritized Use Cases

All members have discussed and agreed on which use cases should be prioritized for sprint 5.

The Author use cases are as followed:

* #14 - View reviews of my own’ & co-authors’ papers
* #15 - Rate the reviews of my own papers
* #245 - View rated reviews
* #202 - Delete the review rating of my own papers
* #244 - Read review’s content

The Reviewer use cases are as followed:

* #203 - Edit submitted comment
* #204 - Delete submitted comment

The Conference Chair use cases are as followed:

* #255 - Cancel paper decision

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

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

The diagrams and programming should be completed by sprint 6.

Taiga Follow-up

Aaron, the Scrum Master, has added the use cases into sprint 5 on Taiga. Group members may refer to Taiga if required on what tasks are required to be completed.

Ethical Consideration Discussion

Our group has come together to discuss possible ethical considerations. **Wynne Hewitt** has been assigned to write the document.

Data-driven Development

Our group has come together to discuss possible functions that could use machine-learning algorithms. **Brandon Chew** has been assigned to write the document.

**Adjournment**

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

**Minutes submitted by:** Brandon Chew

**Approved by:** Aaron Vincent