**NextLevel**

**Meeting Minutes**

**Sprint 6 Meeting**

**Date: 11 November 2022**

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

**Opening**

The regular meeting of NextLevel research conference management system was called to order at 10:00AM on 11 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 5 Review
* Create sprint 6 and add the user story from the backlog in Taiga
* Task distribution of Sprint 6
* Create a list of prioritized use case for Sprint 6
* Database Schema
* Project Overall Review
* Test-Case & Test-Plans Overall Review

**Summary of Events**

Sprint 5 Review

All members came up and showed what they have done for Sprint 5. Everyone has completed their assigned task and we will move on to Sprint 6. 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 Conference Chair use cases are as followed:

* #221 - Allocate papers to reviewers automatically

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 before the final meeting.

Taiga Follow-up

Aaron, the Scrum Master, has added the use cases into sprint 6 on Taiga. Group members may refer to Taiga if required on what tasks are required to be completed.

Database Schema

The final database schema has been made and properly finalized. The schema has been created by **Yechan Kim**.

Project Overall Review

The team will now begin reviewing the overall project and perform any adjustments if required. All diagrams will be reviewed and ensured that it is consistent with the backend programming. **Aaron Vincent** will be supervising the reviewing process.

Test-Case & Test-Plan Review

The team has gathered and reviewed the test cases and test plans that were created by **Yechan Kim**.

**Adjournment**

Meeting was adjourned at 11:30AM by Aaron Vincent. The final meeting will be on 16 November, 2022 in SIM.

**Minutes submitted by:** Wynne Hewitt

**Approved by:** Aaron Vincent