

**COMP2003 – Team GROUP 4**  
**SaltyPadel**  
**Staff Meeting Minutes**

**Module:** COMP2003 – Computing Group Project

**Project:** SaltyPadel

**Meeting Type:** Sprint 3 / Internal Staff Meeting

**Date:** 15.12.2025

**Duration:** 40 minutes

**Platform:** Microsoft Teams

**Attendees** WS, AG, BO

**Apologies** MM

### **1. Purpose of the Meeting**

- Clarify what type of prototype is required for the interim submission.
- Align the team on Sprint 3 vs Sprint 4 scope.
- Review Trello structure and task ownership.
- Plan submission requirements and presentation video

### **2. Prototype Clarification (Key Discussion)**

- AG raised initial confusion around the term “*prototype*” in the marking criteria.
- Different prototype levels were discussed:
  - Low fidelity (wireframes)
  - High-fidelity clickable prototype (Figma)
  - Functional prototype (HTML/CSS/JS)

#### **Decision**

**The team agreed to contact the tutor (Dr. Vassilis) to confirm whether a high-fidelity Figma prototype is sufficient to score well for the interim submission.**

**If Figma is confirmed as acceptable for higher marks, the team will present the Figma prototype.**

**If Figma is not sufficient, the team will proceed with a functional front-end prototype (HTML/CSS/JS).**

### **3. Prototype Improvements Identified**

- Missing confirmation modals were identified (e.g.:
  - “You are about to log out – are you sure?”).
- Adding pop-ups/modals was agreed to:
  - Improve realism.
  - Demonstrate professionalism.
  - Increase marking potential.

## Action:

### Prototype pop-ups to be added and tracked via Trello cards:

1. Admin – Logout Confirm – Modal  
Trigger: Log Off  
Message: “Are you sure you want to log out?”  
Buttons: Cancel | Log out.
2. Admin – Confirm Delete – Modal (Reusable)  
Use: Partners / Testimonials / Events  
Message: “Delete this item? This cannot be undone.”
3. Admin – Confirm Save / Upload – Modal (Reusable, optional)  
Trigger: Upload / Save  
Message: “Save these changes now?”
4. Admin – Save Success – Toast / Modal  
Message: “Saved successfully”  
Behaviour: Auto-close after 2 seconds.
5. Admin – Error – Modal (optional)  
Message: “Something went wrong. Please try again.”
6. External – Redirect Warning – Modal  
Use: WhatsApp / Shop / Instagram  
Message: “You are about to open an external website. Their privacy policy may differ from Salty Padel.”  
Mobile behaviour:  
All modals adapt responsively for mobile devices, respecting screen size, readability, and touch accessibility.

## 4. Trello Board & Sprint Structure

- Trello was reorganised to clearly separate:
  - **Sprint 3** -Prototype, demo preparation, evidence cleanup
  - **Sprint 4** -Development phase (Semester 2)
- Current status:
  - Team is still in **Sprint 3**
  - Sprint 4 work will start **after interim submission**.

### Sprint & Trello Ownership

- AG was confirmed as being in charge of Sprint management and Trello workflow, including structure, rules, and automation.
- Trello automations were added to support consistent and fair task allocation.

### Trello Workflow Rules (Agreed)

- Only AG and WS are permitted to move cards from:
  - Backlog → Ready to Develop
- From Ready to Develop:

- Any team member may choose a task by moving the card to In Development
- When a card is moved:
  - The team member's name is automatically assigned to the card.
  - A one-week deadline is automatically added from the move date.
- Once assigned:
  - No other team member may work on that card unless help is explicitly requested.
- Review Needed:
  - Any team member is allowed to review cards in this column.
  - Team members are encouraged to review others' work if they have available time.
  - After review, cards may be moved to Done.

### **Expectation**

- All work must follow the agreed workflow:
  - Ready to Develop → In Development → Review Needed → Done.
- Review comments should be added when work is approved, changes are requested, or a card is rejected.

### **5. Task Ownership Confirmed**

- **AG**
  - High-fidelity prototype (Figma)
  - UI standards, naming dictionary, cheat sheets.
  - Meeting minutes and GitHub documentation
- **WS**
  - LSEP documentation (Legal, Social, Ethical, Professional)
  - Project Plan
  - ZIP submission coordination.
- **BO**
  - Presentation video editing
  - Demo preparation (Power Point)
  - Supporting GitHub contributions

### **6. Submission Requirements (Interim)**

Confirmed items to submit:

- Project Plan (group)
- LSEP documentation (group)
- Personal reflections (individual)
- Declaration of AI use (individual) (MUST BE CHECK WITH A TUTOR)
- GitHub repository with evidence

- Presentation video

### Submission Method

#### One ZIP file

- **One person submits on behalf of the group** (Willow)

### 7. GitHub Contribution Requirement

- Minimum expectation:
  - **~10 meaningful GitHub contributions per person**
- Screenshots, demo prep, documentation, and commits all count as evidence.

### 8. Presentation Video Planning

#### Presentation & Demo

- **BO confirmed responsibility** for:
  - Presentation video editing
  - Demo preparation (PowerPoint)
- The **exact format of the presentation video** (recording method) **was not finalised** during this meeting.
- A decision on recording format will be made **closer to submission**, once:
  - prototype expectations are confirmed, and
  - all materials are ready.

### 9. Actions & Next Steps

#### Prototype & Clarification

- **WS to email Dr. Vassilis Cutsuridis**, copying AC, to clarify whether a **high-fidelity clickable Figma prototype** is sufficient for higher marks or if a **functional prototype (HTML/CSS/JS)** is required.
- **Decision on prototype type** to be made **after tutor response**:
  - If Figma is confirmed as sufficient → proceed with Figma for submission.
  - If not → begin functional prototyping based on the existing Figma design.

#### Documentation & GitHub

- **AC to upload to GitHub**:
  - Final meeting minutes
  - Modal Standards & Naming document (confirm + redirect only)
  - UI Cheat Sheet
  - Naming Dictionary
- **All team members** to ensure they reach **minimum GitHub contribution expectations** (target: 10 contributions), using:
  - documentation uploads
  - presentation materials
  - screenshots / evidence where appropriate

### **Presentation & Demo**

- **BO to lead:**
  - Presentation video editing
  - Demo preparation (PowerPoint)
- Team to decide:
  - whether the demo will be recorded together in a Teams meeting, or
  - assembled from individual segments (preferred: single session)
- **Presentation date** to be agreed **after prototype approval is confirmed**.

### **Submission Planning**

- **WS to coordinate ZIP submission** for the group.
- All members to send their **personal reflections and AI declaration** to WS in time.
- Team aims to **submit at least 24 hours before the official deadline** to avoid last-minute risk.

### **10. Meeting Close**

- Team agreed communication is working well.
- Regular sprint meetings encouraged.
- Next phase (Sprint 4) acknowledged as long but manageable.