

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.