ChatHaven - Sprint 3 Kickoff Meeting Minutes

Type of Meeting: Sprint Planning Meeting
Date: Wednesday, March 12, 2025
Time: 8:00 pm
Location: Discord Call

Attendees:

- **Scrum Master:** Alex

- **Secretary:** Paria

- **Product Owner:** Henny

- **Development Team:** Zack, Ulysse, Elliot

Absentees: None

Call to Order:

The meeting was called to order by **Alex (Scrum Master)** at 8:06 pm.

Sprint 3 Goals & Task Assignments:

1. **Sprint Overview:**

   o The team reviewed the **primary objectives for Sprint 3**, which include:

     - **Implementing invite handling and approval system**

     - **User presence tracking (timestamps for online/offline status)**

     - **Emoji support in messages**

     - **User deletion functionality**

     - **UI enhancements for quoting messages and invite handling**

     - **Potential new feature selection**

2. **Task Assignments:**

Task	Assigned To
Backend for invite handling	Elliot
UI components for invites	Ulysse
Implement user presence tracking (timestamp)	Henny
Complete user deletion feature	Zack
Emoji feature implementation	Alex
Organizing GitHub repo & starting work on quoting/timestamp	Paria
Research and propose new feature options	Entire Team
Improve work log documentation	Entire Team

3. **Sprint Priorities:**

   o The team discussed the **risk and priority levels** of tasks and agreed to focus on high-priority features first, including invite handling, dashboard, timestamps, and emoji support.

4. **Potential New Feature Discussion:**

   o The team brainstormed possible features beyond the professor's requirements:

      ▪ **Voice memos feature suggested by Alex (it was deemed as too difficult by the majority)**

      ▪ **@all and @everyone mention functionality**

   o Decision to finalize the new feature selection in the next meeting.

Votes & Decisions:

- **New Feature Discussion:** Team agreed to research and finalize the selection by the next meeting.

- **Sprint Focus Areas:** Backend tasks for invites and user presence tracking were prioritized for early completion.

Next Meeting:

- **Date:** Friday March 14 2025

- **Time:** 1:30 pm

- **Location:** Grey Nuns Study Room

Adjournment:

The meeting was adjourned at **8:38 pm.**

Signature:

- **Recorded by:** Paria *(Secretary)*

- **Reviewed by:** Alex *(Scrum Master)*

- **Date Finalized:** Friday, March 14, 2025