ChatHaven - Sprint 3 Meeting Minutes

Type of Meeting: Final Sprint Submission Meeting
Date: Friday, March 21, 2025
Time: 3:00 pm
Location: Discord Call

Attendees:

- **Scrum Master:** Alex

- **Secretary:** Paria

- **Product Owner:** Yenita

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

- **Absentees:** None

Call to Order:

The meeting was called to order by Alex (Scrum Master) at 3:15 pm.

Agenda Items & Discussion Points:

Final Sprint Submission Tasks:

- **Demo Slot Booking:** The team needed to book a demo slot and decided on **Monday at 11:30 am**.

- **Work Log Updates:** Everyone agreed to add their individual contributions to the work log before the submission deadline.

- **Burndown Chart Cross-Check:** The team will verify the burndown chart against GitHub to ensure all tasks and progress are accurately reflected.

- **Code Merge Conflicts:** Some merge conflicts still remain, but Elliot is actively working on resolving them. The goal is to have everything finalized by tonight.

General Discussion:

- The team acknowledged the hard work that went into this sprint and expressed relief that submission day is here.

- Elliot reassured everyone that he will ensure all conflicts are resolved before the deadline.

- Quick discussion on potential retrospective points for the next sprint, including refining the Git workflow further.

Votes & Decisions:

- **Demo Slot Confirmed:** The team will present on **Monday at 11:30 am**.

- **Final Work Log Updates:** Everyone must complete their entries before submission.

- **Burndown Chart Review:** The team will cross-check with GitHub for accuracy.

- **Final Code Merge:** Elliot will handle the last conflicts before the final submission tonight.

Adjournment:

The meeting was adjourned at 3:32 pm.

Signature:
Recorded by: Paria (Secretary)
Reviewed by: Alex (Scrum Master)
Date Finalized: Friday, March 22, 2025