

Meeting 2 Minutes

Team Zero

Regular weekly Sprint meeting

Date: February 3rd, 2025

Time: 8:50 PM – 9:45 PM

Location: Virtual

Attendees:

- Steven – Scrum Master
- Jovan – Product Owner
- Michael – Developer
- Andrei – Secretary
- Laith – Developer
- Achal – Present (joined at 9:25 PM)

Call to order

The meeting was called to order at 8:50 PM, as decided by the team.

Approval of Previous Minutes:

The previous meeting minutes were approved by the Scrum Master.

Agenda items

- **Task Review and Assignments**
 - Reviewed all issues, tasks, and user stories.
 - Assigned tasks to respective team members.
 - Clarified the vision of the project, discussing the details of each task.
- **Discussion on Admin Rights & Roles**
 - Reviewed admin permissions and their access to channels.
 - Addressed confusion regarding roles, user team assignments, and how they will be displayed.
- **Sprint 2 Planning**
 - Discussed the rubric and the idea of early planning for Sprint 2.
- **Work Logging & Documentation**
 - Addressed proper logging of work.

- Reviewed ways to maximize points based on the rubric (README, user story descriptions, etc.).
- **Scheduling Future Meetings**
 - Discussed and planned the timing for future meetings.

Votes

No votes were conducted during this meeting.

Reports

No reports were presented during this meeting.

Open Forum or General Discussion

Addressed additional concerns regarding the project and team collaboration, such as project scope and stylistic direction.

Next Meeting

Our next virtual meeting will be on Monday, February 10th, 2025 at 8:45 PM.

Adjournment

The meeting was adjourned at 9:45 PM by Steven.

Signatures

Andrei Jianu, Secretary, 2025-02-06

Duc Vinh Lam, Scrum Master, 2025-02-06

Additional Resources

 Team Zero Planning Sheet