

# 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)

## Absences

- Laith: had to attend a lab.
- Achal: had to TA a class.

## 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