Meeting 9 Minutes (Sprint 4, Meeting 2)

Team Zero

Regular weekly Sprint meeting

Date: March 31st, 2025
Time: 8:50pm to 9:21 PM
Location: Virtual

Attendees:

- Jovan - Developer
- Michael - Scrum master
- Andrei - Secretary
- Steven - Product Owner

Absences

- Steven: joined 5 mins late (he notified the team he would be late beforehand)
- Achal ABSENT
- Laith ABSENT

Call to order

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

Approval of Previous Minutes:

The Scrum Master and Secretary approved the previous meeting minutes.

Agenda items

We discussed what we've completed so far during the sprint (voice messages, user activity fixes). We assigned some work to do this sprint (unit testing, writing github issues).
We then discussed the final project report / presentation. Andrei said he would handle the Infrastructure part, and Michael said he would do Architecture and design. Our other teammates agreed to discuss their roles in the final report next week.

Votes

No votes were made at this meeting.

Reports

No reports were given at this meeting.

Next Meeting

~~Our next virtual meeting will be on Monday, April 7th, 2025.~~
The meeting was cancelled (2025-04-10)

Adjournment

The team unanimously adjourned the meeting at 9:21 pm.

Signatures

Andrei Jianu, Secretary, 2025-03-31

Michael Pouget, Scrum Master, 2025-03-31

Duc Vinh Lam, Product Owner, 2025-04-10

Additional Resources

Ⓦ Sprint 4 Guidelines W25.docx

Ⓧ Sprint 4 rubric.xlsx

▢ SOEN 341 Presentation Template.ppt

🗋 SOEN 341 Project report.docx

✚ Team Zero Planning Sheet