

MEETING MINUTES

SPRINT PLANNING MEETING 3

Date + Time: 23 April 2025, 11am-11:45pm

Location: Discord

Next Sprint Planning Meeting: 5 May 2025

PRESENT

2663134, 2321330, 2659956, 2669074, 2556073, 2657299, Client

AGENDA

Understand what our client requires going forward
Develop user stories for sprint 3

DISCUSSION

Overview of clients' requirements- focus on adding more functionality, payment and reports
Make sure deployment works
Get more test coverage done
Splitting of user stories into tasks

ACTION ITEMS

Split user stories into tasks

MEETING MINUTES

DAILY SCRUM MEETING 1

Date + Time: 26 April 2025, 4pm-4:30pm

Location: Discord

Next Scrum Meeting: 30 April 2025

PRESENT

2663134, 2321330, 2669074, 2556073, 2657299

AGENDA

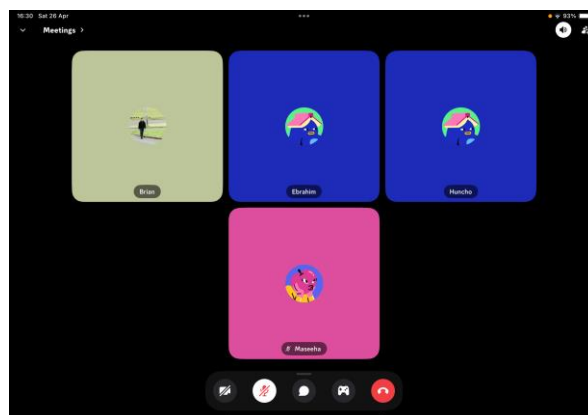
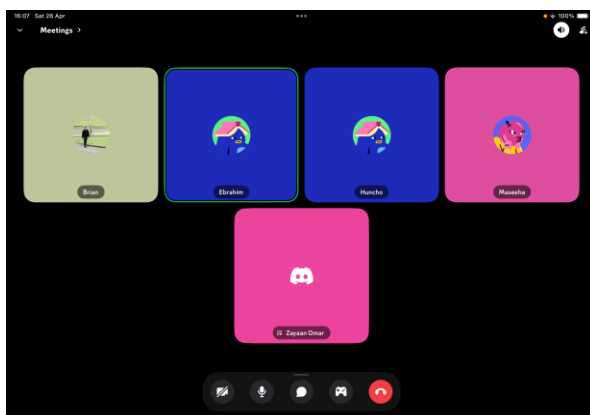
Track progress

DISCUSSION

Progress made so far
Splitting tasks further / reassigning tasks
Deployment with azure progress

ACTION ITEMS

Continue with assigned tasks
Add payment gateway



MEETING MINUTES

DAILY SCRUM MEETING 2

Date + Time: 30 April 2025, 7pm-7:30pm

Location: Discord

Next Scrum Meeting: TBC

PRESENT

2663134, 2321330, 2659956, 2669074, 2556073, 2657299

AGENDA

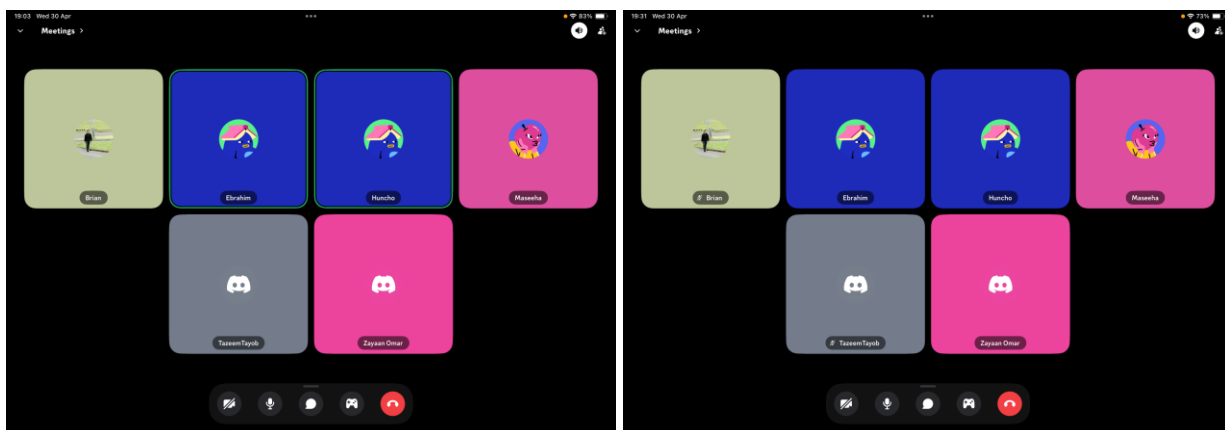
Progress made so far

DISCUSSION

Most core functionality complete
Milestone payments clarification

ACTION ITEMS

Everyone to work on assigned tasks and start planning for next sprint



MEETING MINUTES

DAILY SCRUM MEETING 3

Date + Time: 03 May 2025, 3:30pm-7:50pm

Location: Discord

Next Scrum Meeting: TBC

PRESENT

2663134, 2321330, 2659956, 2669074, 2556073, 2657299

AGENDA

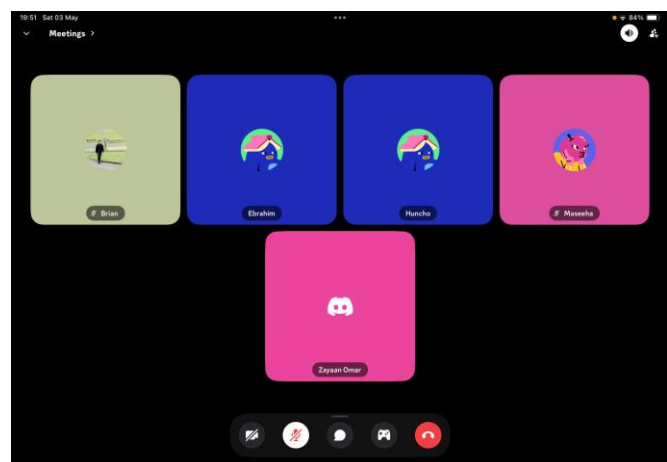
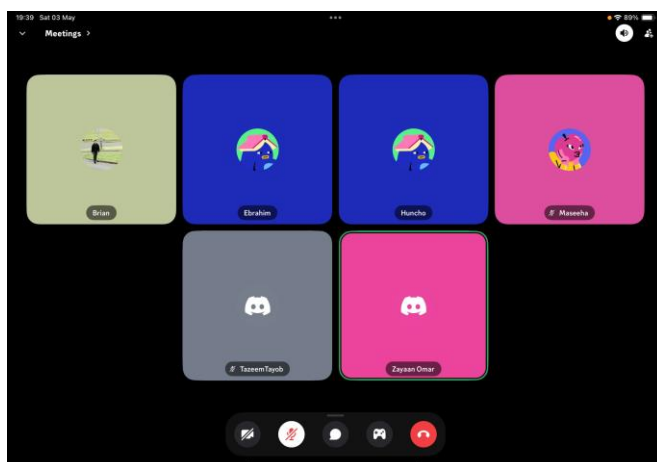
Final touches for the sprint

DISCUSSION

Everyone to update notion accordingly
Fixing profile editing – small bug to fix

ACTION ITEMS

Update all tasks to done



MEETING MINUTES

SPRINT REVIEW MEETING

Date + Time: 05 May 2025, 2:15pm-2:45pm

Location: MSL

Next Review Meeting: TBC

PRESENT

2663134, 2321330, 2659956, 2669074, 2556073, 2657299, Client

AGENDA

Demo product so far
Review from product owner/ client

DISCUSSION

Happy with product so far – just need to fully complete some functionalities

ACTION ITEMS

2 May 2025



Maseeha 02/05/2025, 12:45

Hi Claire. Can we meet on Monday at 2:15 for marking and sprint planning meeting?



LunarPhase 02/05/2025, 14:44

Hello, that is perfect.

MEETING MINUTES

SPRINT RETROSPECTIVE MEETING

Date + Time: 05 May 2025, 2:45-3pm

Location: MSL

Next Retrospective Meeting: TBC

PRESENT

2663134, 2321330, 2659956, 2669074, 2556073, 2657299

AGENDA

Reflect on this week's sprint and improvements to be made going further

DISCUSSION

All tasks complete and deployment working

Happy with timeline, just one extra task carrying over to next sprint.

ACTION ITEMS

MEETING MINUTES

BACKLOG REFINEMENT MEETING

Date + Time: 05 May 2025, 3pm-3:10pm

Location: MSL

Next Backlog Meeting: TBC

PRESENT

2663134, 2321330, 2659956, 2669074, 2556073, 2657299

AGENDA

Refine product backlog
Reassess priorities and time estimates where necessary

DISCUSSION

Ideas for new user stories and how to split them
More polish for next sprint

ACTION ITEMS

Updated status of all sprint 3 tasks to "done"