MEETING MINUTES

SPRINT PLANNING MEETING 1

Date + Time:	07 April 2025, 3pm
Location:	MSL 004
Next Sprint Planning Meeting:	14 April 2025, 2pm

PRESENT

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

AGENDA

Understand what our client requires
Develop user stories for sprint 1

DISCUSSION

Overview of clients' requirements
GitHub, azure and database requirements
Login & signup user stories

ACTION ITEMS

Creating GitHub organization and integrating Azure
Implement user stories for logging in
Create a basic webpage
Create notion backlog for requirements gathering

MEETING MINUTES

DAILY SCRUM MEETING 1

Date + Time:	09 April 2025, 7:30pm – 8:30pm
Location:	Discord
Next Scrum Meeting:	10 April 2025, 4pm

PRESENT

2663134, 2321330, 2659956, 2669074, 2556073, 2657299

AGENDA

Split user stories into tasks

DISCUSSION

Landing page for users when they enter URL
Splitting user stories into client and freelancer login/sign up tasks
3rd party authorization for login
Issue with integrating Azure

ACTION ITEMS

Fix GitHub organization
Assigned tasks from user stories to each member

MEETING MINUTES

DAILY SCRUM MEETING 2

Date + Time: 10 April 2025, 4pm – 4:25pm

Location: Discord

Next Scrum Meeting: 12 April 2025

PRESENT

2663134, 2321330, 2659956, 2669074, 2556073, 2657299
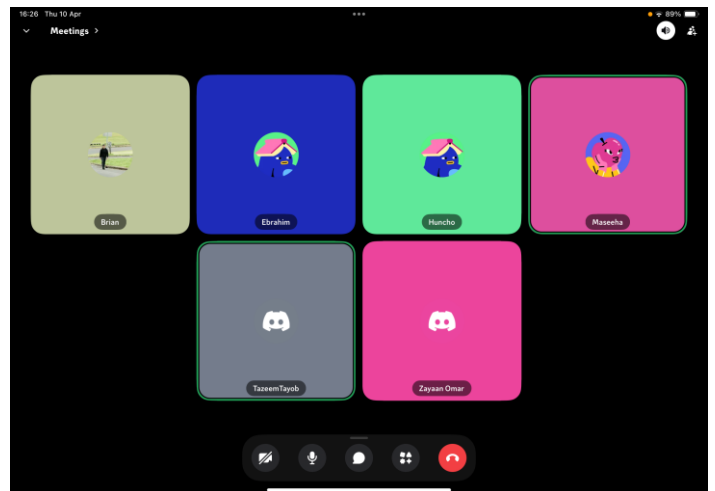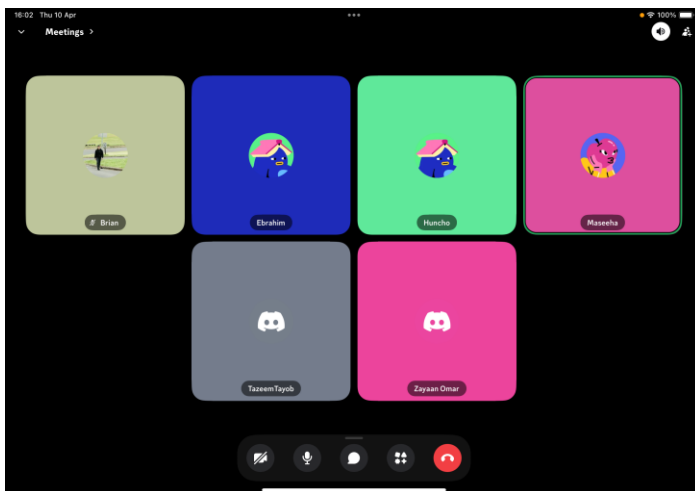
AGENDA

Design for homepage

DISCUSSION

Design for homepage / webpage
Linking/Routing from sign up page

ACTION ITEMS

Everyone to work on assigned tasks

MEETING MINUTES

DAILY SCRUM MEETING 3

Date + Time: 12 April 2025, 5:30pm-6pm

Location: Discord

Next Scrum Meeting: 13 April 2025, 1:45pm

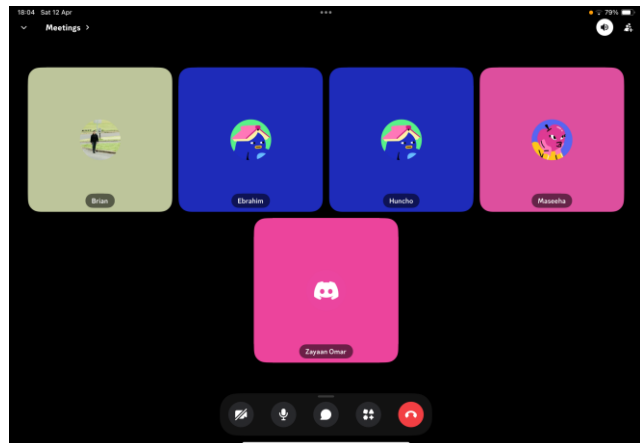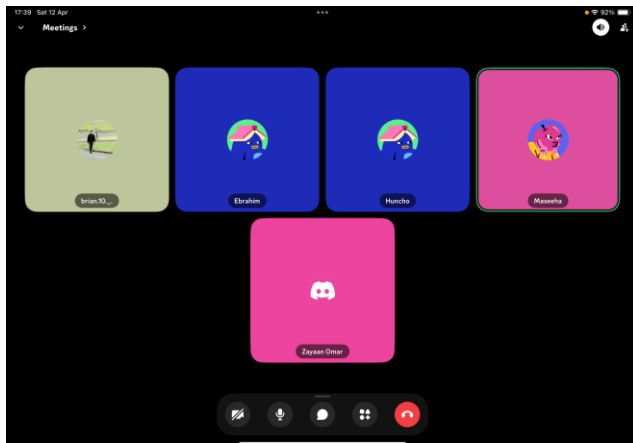
PRESENT

2663134, 2321330, 2669074, 2556073, 2657299

AGENDA

Track progress

DISCUSSION

Progress made so far
Most tasks completed
Issues with running landing and freelancer page

ACTION ITEMS

Finish all tasks so backend and frontend components can be integrated correctly

MEETING MINUTES

DAILY SCRUM MEETING 4

Date + Time: 13 April 2025, 1:40pm-2pm

Location: Discord

Next Scrum Meeting: TBC

PRESENT

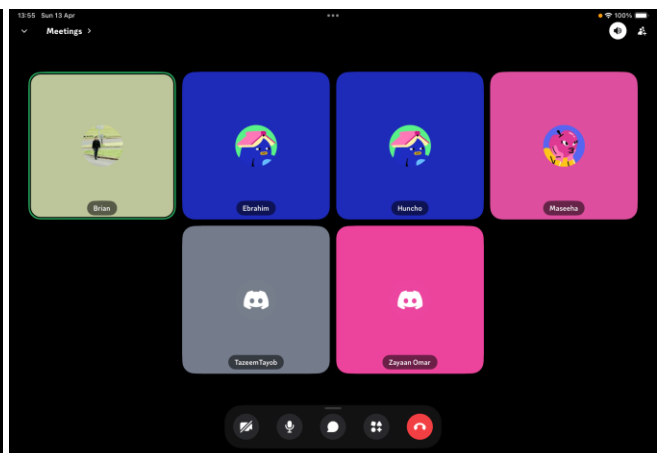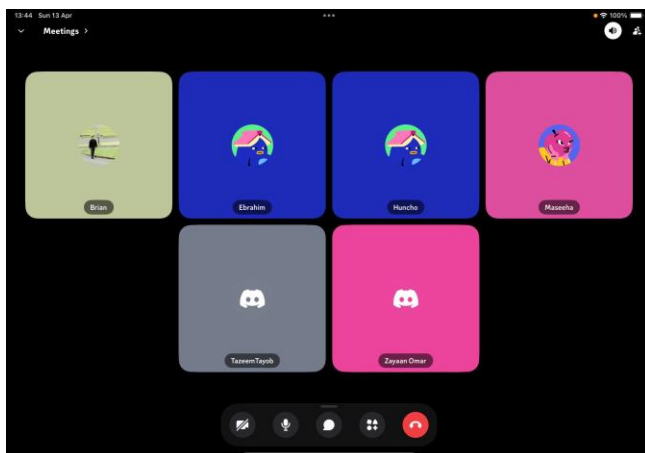2663134, 2321330, 2659956, 2669074, 2556073, 2657299

AGENDA

Track progress and finalize details

DISCUSSION

Progress made and final issues to be resolved with routing and integrating front and back end components

ACTION ITEMS

Finish all tasks and integrating components

MEETING MINUTES

SPRINT RETROSPECTIVE MEETING

Date + Time: 14 April 2025, 9:30am- 9:50am

Location: Discord

Next Retrospective Meeting: TBC

PRESENT

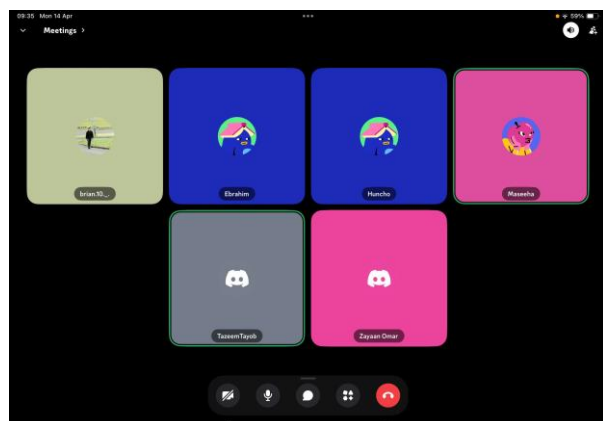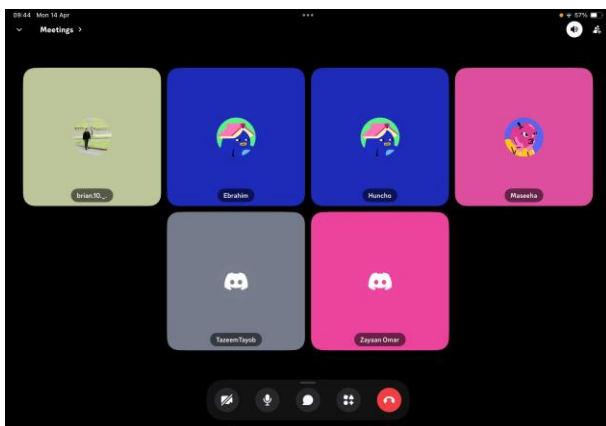2663134, 2321330, 2659956, 2669074, 2556073, 2657299

AGENDA

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

DISCUSSION

For the next sprints we should split user stories into tasks and assign them sooner
Felt we finished a bit last minute – must try to finish tasks sooner especially if the task is a prerequisite for someone else's task to be completed

ACTION ITEMS

Improve time management

MEETING MINUTES

BACKLOG REFINEMENT MEETING

Date + Time:	14 April 2025
Location:	Discord
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

ACTION ITEMS

Updated status of all sprint 1 tasks to "done"