

MEETING MINUTES

SPRINT PLANNING MEETING 2

Date + Time: 14 April 2025, 3pm

Location: MSL 004

Next Sprint Planning Meeting: 23 April 2025

PRESENT

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

AGENDA

Understand what our client requires going forward
Develop user stories for sprint 2

DISCUSSION

Overview of clients' requirements- focus on admin and adding more client and freelancer features.
Include product updates in release note
Deploying with GitHub and Azure
Splitting of user stories into tasks

ACTION ITEMS

Split user stories into tasks

MEETING MINUTES

DAILY SCRUM MEETING 1

Date + Time: 16 April 2025, 4:30pm-5pm

Location: WhatsApp

Next Scrum Meeting: 17 April 2025

PRESENT

2663134, 2321330, 2659956, 2669074, 2556073, 2657299

AGENDA

Track progress

DISCUSSION

Progress made so far

Some tasks completed- requests

Design of pages and buttons / links between pages

ACTION ITEMS

Continue with assigned tasks

MEETING MINUTES

DAILY SCRUM MEETING 2

Date + Time: 17 April 2025, 7:30pm-8pm

Location: Discord

Next Scrum Meeting: 19 April 2025,

PRESENT

2663134, 2321330, 2659956, 2669074, 2556073, 2657299

AGENDA

Progress made so far

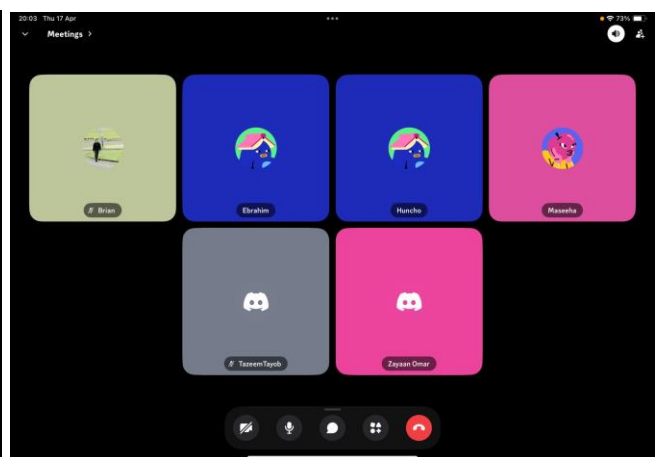
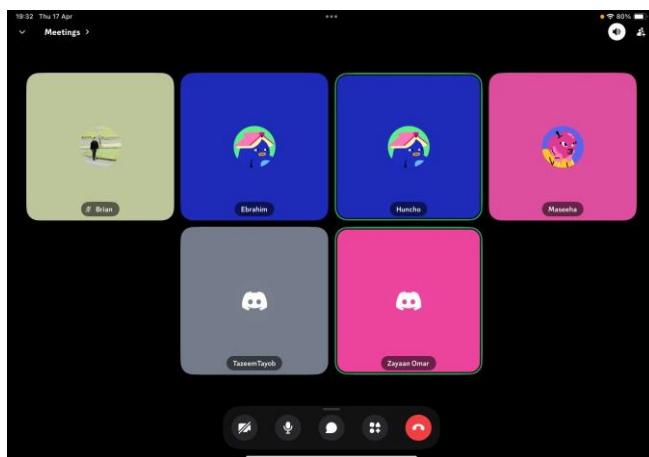
DISCUSSION

Progress made so far

How to layout some webpages

ACTION ITEMS

Everyone to work on assigned tasks



MEETING MINUTES

DAILY SCRUM MEETING 3

Date + Time: 19 April 2025, 6pm-6:10pm

Location: Discord

Next Scrum Meeting: 20 April 2025

PRESENT

2663134, 2321330, 2659956, 2669074, 2556073, 2657299

AGENDA

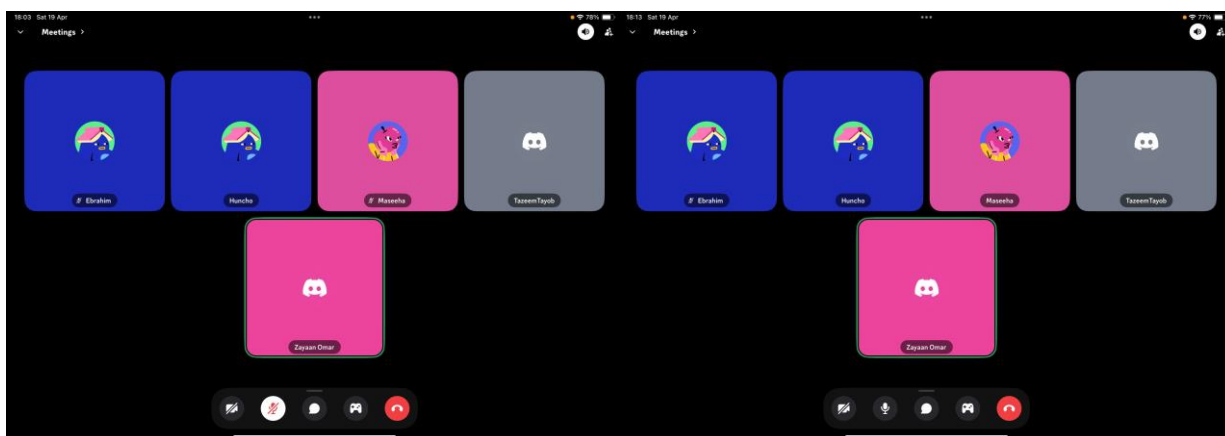
Progress made so far

DISCUSSION

Deployment
Progress made and some struggles with layout

ACTION ITEMS

Everyone to work on assigned tasks



MEETING MINUTES

DAILY SCRUM MEETING 4

Date + Time: 22 April 2025, 4:30pm- 5pm

Location: Discord

Next Retrospective Meeting: TBC

PRESENT

2663134, 2321330, 2659956, 2669074, 2556073, 2657299

AGENDA

Discuss what we've done this week and how we'll present to our client.

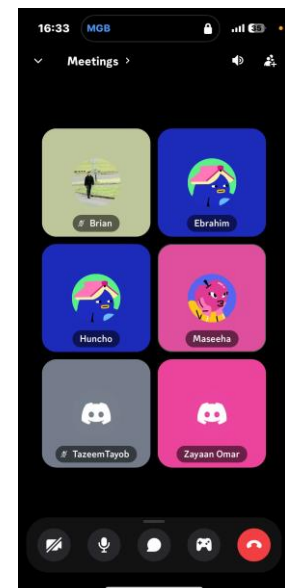
DISCUSSION

Struggling with jest / code coverage, need to work on it and become more confident with using jest.

ACTION ITEMS

Plan for next sprint

Update sprint tasks to done



MEETING MINUTES

SPRINT REVIEW MEETING

Date + Time: 23 April 2025, 10:30am-11am

Location: Discord

Next Review Meeting: TBC

PRESENT

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

AGENDA

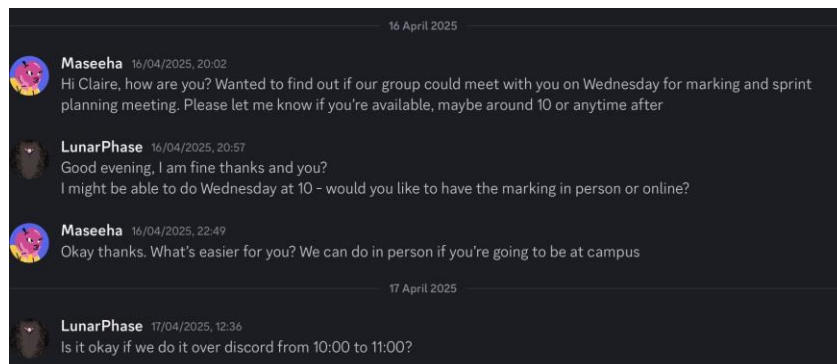
Demo product so far
Review from product owner/ client

DISCUSSION

Need to get deployment working!
Happy with diagrams
Need to do more test coverage and UAT's
Need to properly write and complete user stories going forward

ACTION ITEMS

Complete tasks efficiently



MEETING MINUTES

SPRINT RETROSPECTIVE MEETING

Date + Time: 23 April 2025, 11:45am-12pm

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

Struggling with jest / code coverage, need to work on it sooner and become more confident with using jest.

Happy with timeline- completed 8 user stories.

ACTION ITEMS

Improve code coverage

MEETING MINUTES

BACKLOG REFINEMENT MEETING

Date + Time: 23 April 2025, 12-12:10pm

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
More backend tasks for next sprint

ACTION ITEMS

Updated status of all sprint 2 tasks to "done"