

# MEETING MINUTES

## SPRINT PLANNING MEETING 4

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Date + Time:	05 May 2025, 2:30pm-3pm
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Location:	MSL
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Next Sprint Planning Meeting:	n/a
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### PRESENT

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

### AGENDA

Understand what our client requires going forward  
Develop final user stories for sprint 4

### DISCUSSION

Final styling and functionality  
Users to be able to export reports  
Project management functionality – client gives milestones to freelancer

### ACTION ITEMS

Split user stories into tasks

# MEETING MINUTES

## DAILY SCRUM MEETING 1

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Date + Time: 07 May 2025, 1:30pm-2pm

Location: Discord

Next Scrum Meeting: 14 May 2025

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### PRESENT

2663134, 2321330, 2659956, 2669074, 2556073, 2657299

### AGENDA

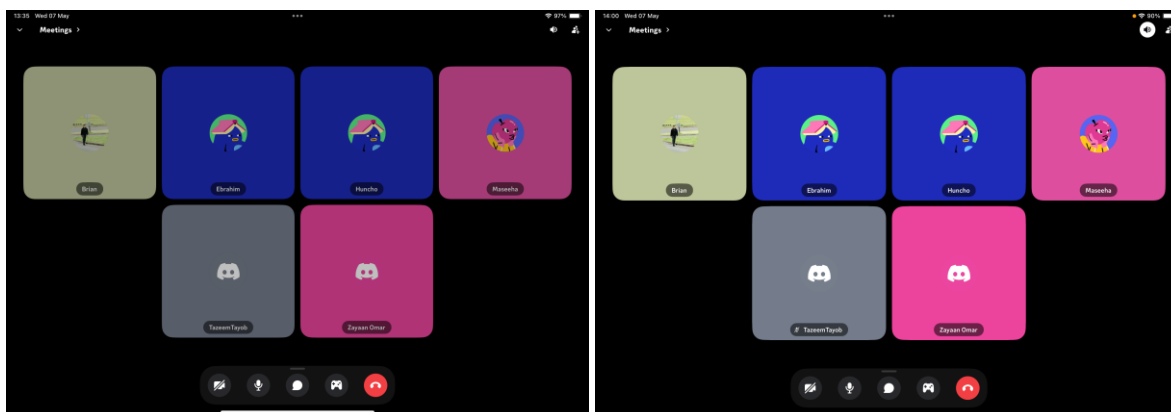
Discuss plan and user stories for the final sprint

### DISCUSSION

Need to do reports and progress / project management functionality  
Assigning tasks from user stories

### ACTION ITEMS

Everyone to start assigned tasks and update their task on notion.



# MEETING MINUTES

## DAILY SCRUM MEETING 2

Date + Time: 14 May 2025, 3:30pm-3:45pm

Location: Discord

Next Scrum Meeting: 16 May 2025

### PRESENT

2663134, 2321330, 2659956, 2669074, 2556073, 2657299

### AGENDA

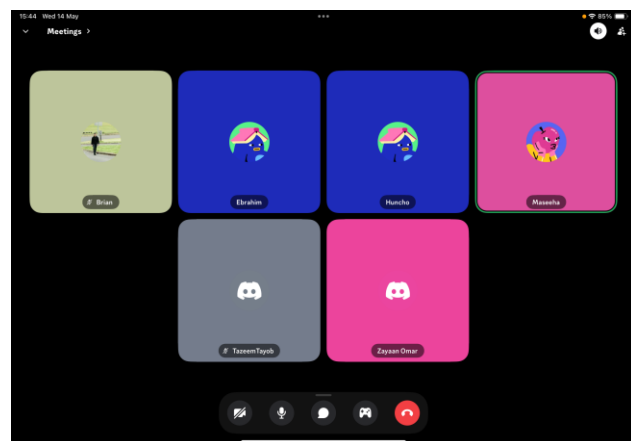
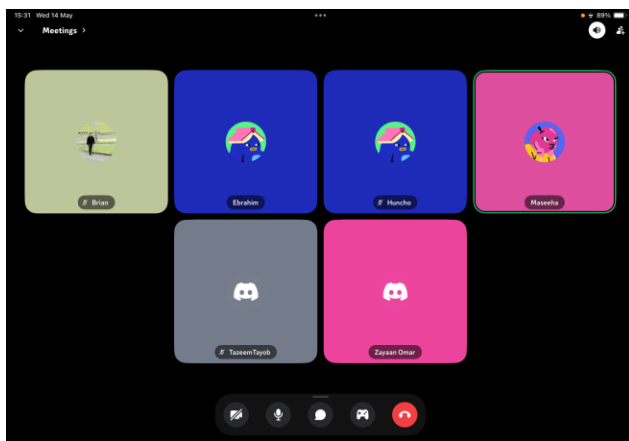
Progress made so far  
Discuss final touches

### DISCUSSION

Most functionality complete  
Small bugs to fix  
Do testing

### ACTION ITEMS

Everyone to work on assigned tasks, styling and testing



# MEETING MINUTES

## DAILY SCRUM MEETING 3

Date + Time: 16 May 2025, 6-6:15pm

Location: Discord

Next Scrum Meeting: 19 May 2025

### PRESENT

2663134, 2321330, 2659956, 2669074, 2556073, 2657299

### AGENDA

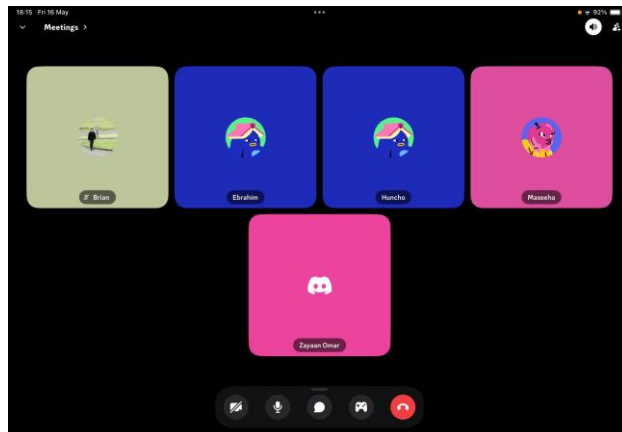
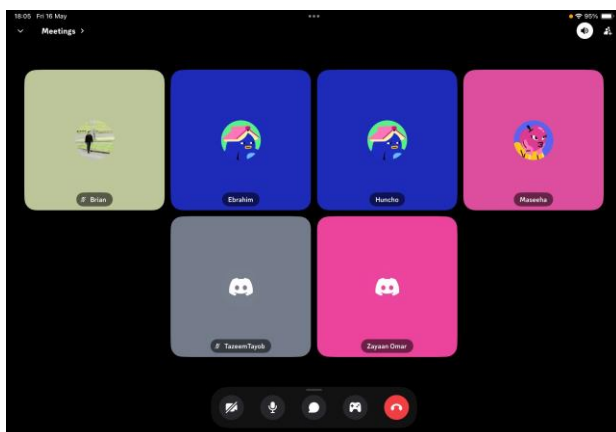
Final touches for the sprint and project overall

### DISCUSSION

Everyone to update notion accordingly  
Practice demo of the app  
Final styling to complete and documentation

### ACTION ITEMS

Update all tasks to done  
Ensure diagrams and documents correct



# MEETING MINUTES

## DAILY SCRUM MEETING 4

Date + Time: 19 May 2025, 11:30-11:45pm

Location: Discord

Next Scrum Meeting: n/a

### PRESENT

2663134, 2321330, 2669074, 2556073, 2657299

### AGENDA

Discuss demo and some things we'd like to ask our client about for final brief

### DISCUSSION

Didn't complete reports

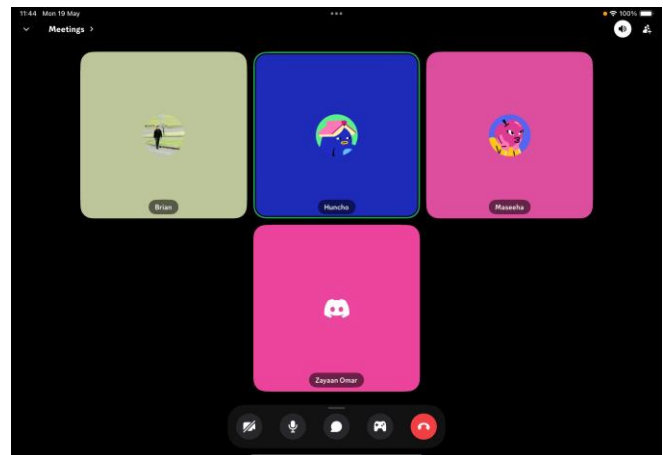
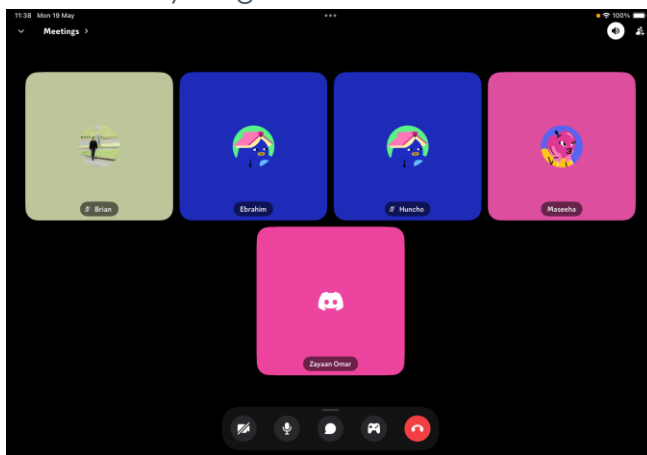
Questions for our client about the final brief

How we are going to present

### ACTION ITEMS

Update all tasks to done

Ensure everything is correct o GitHub



# MEETING MINUTES

## SPRINT REVIEW MEETING

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Date + Time: 19 May 2025, 2:15pm-2:45pm

Location: MSL

Next Review Meeting: n/a

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### PRESENT

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

### AGENDA

Demo final product

Review from product owner/ client

### DISCUSSION

Happy with final product except that we didn't do proper reports

Test coverage only at 68%+-, not at 80%

### ACTION ITEMS

Complete requirements of final brief for final submission.

17 May 2025



**Maseeha** 18:20

Hi Claire how are you? Can we do sprint review meeting and marking at 2:15 on Monday?



**LunarPhase** 18:21

Hello, of course we can.



**Maseeha** 18:22

Thank you, see you then

# MEETING MINUTES

## SPRINT RETROSPECTIVE MEETING

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Date + Time: 19 May 2025, 2:45pm-3pm

Location: MSL

Next Retrospective Meeting: n/a

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### PRESENT

2663134, 2321330, 2659956, 2669074, 2556073, 2657299

### AGENDA

Reflect on this week's sprint and any concerns of the project

### DISCUSSION

All tasks completed except the reports

Members are happy with the final product and feel proud of the work we've done

### ACTION ITEMS

Making sure all documentation is correct for final submission.

# MEETING MINUTES

## BACKLOG REFINEMENT MEETING

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Date + Time: 19 May 2025, 3pm-3:10pm

Location: MSL

Next Backlog Meeting: n/a

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### PRESENT

2663134, 2321330, 2659956, 2669074, 2556073, 2657299

### AGENDA

Refine and update backlog for next sprint

### DISCUSSION

All items completed on backlog except reports

All tasks for project done and documented

### ACTION ITEMS

Updated status of all sprint 4 tasks to "done"