SOEN341 Meeting Minutes #6

Team: WebGuys
Meeting Type: Online Meeting
Date: February 24, 2025
Time: 6:00 PM – 6:40 PM

Attendees

- **Present:** Manlai Munkhbold (Product Owner), Wadih Bou Jaoude, Ruso Kanapathipillai (Scrum Master), Sem Axil Raïs, Noah Scally (Secretary), Chadi Zebian
- **Absent:** None

Call to Order

Scrum Master **Ruso Kanapathipillai** officially called the meeting to order at **6:00 PM**, with all members present. The agenda and objectives were briefly reviewed before proceeding with the first discussion point.

Approval of Previous Minutes

The **minutes from Meeting #5** were reviewed and approved with no amendments. All members confirmed that assigned tasks had been completed as expected.

Agenda Items

1. Code Refactoring Proposal

- **Discussion:** Manlai suggested restructuring legacy modules to improve **maintainability and performance**. The team assessed potential impacts on project timelines and resources.
- **Key Points & Decisions:**
    - A **phased refactoring approach** will be implemented.
    - Immediate focus on **critical modules** to minimize disruptions.
- **Action Items:**
    - Develop a **detailed refactoring plan and timeline**.
    - Conduct an **impact analysis** to identify risks and mitigation strategies.

- **Responsible: Manlai, Wadih**

2. Front-End Feature Enhancement

- **Discussion:** Manlai presented new UI designs aimed at improving **user experience and visual consistency**. The team discussed alignment with the current design.
- **Key Points & Decisions:**
  - Updated designs will be **reviewed and finalized** by the entire team.
  - Implementation will be included in the **next sprint cycle**.
- **Action Items:**
  - **Finalize UI mockups** and gather additional input from the Product Owner.
- **Responsible: Noah, Manlai**

3. Testing & QA Strategies

- **Discussion:** Noah emphasized the importance of **automated testing** for early detection of regressions. The team addressed **CI/CD pipeline errors**.
- **Key Points & Decisions:**
  - Additional **test scripts** will be developed to validate new features automatically.
  - **Priority test cases** for each module will be documented.
- **Action Items:**
  - Set up **additional CI pipelines** for regression testing.
  - **Document test scenarios** for each module.
- **Responsible: Axil, Chadi, Wadih**

4. Deployment Schedule & Rollout

- **Discussion:** Manlai reviewed the **release timeline**, highlighting dependencies and major milestones. The team emphasized the need for a **rollback strategy**.
- **Key Points & Decisions:**
  - A **weekly meeting cycle** will be tested to improve efficiency.
- **Action Items:**
  - Finalize **deployment pipeline documentation**.
  - Communicate **release notes and schedules** to all stakeholders.
- **Responsible: Manlai, Wadih**

5. Additional Topics: File Organization

- **Discussion:** Ruso raised concerns about the **organization of project files**.
- **Key Points & Decisions:**
    - A **structured file hierarchy** will improve refactoring, encapsulation, and debugging.
- **Action Items:**
    - Reorganize **project files** for better structure and maintainability.
- **Responsible: Ruso, Wadih**

Votes

- **Front-end: Message deletion button rework – Approved**
- **Code refactoring plan – Approved**
- **File reorganization – Approved**

To Report

The team **is ahead of schedule**, and it was unanimously agreed that maintaining a **higher level of organization** will facilitate **smoother execution of future sprints**.

General Discussion

- **Resource allocation** for upcoming sprint tasks was discussed, with a focus on balancing **feature development and ongoing maintenance**.
- Wadih emphasized the need for a **formalized code review schedule**, proposing that members be assigned specific review responsibilities.
- The team agreed to continue **open discussions in smaller breakout groups** as needed.

Next Meeting

- **Agenda Items:**
    - Review **CI/CD pipeline functionality**.
    - Finalize **Sprint 2 requirements review**.
- **Date:** Monday, March 3, 2025

Meeting Adjournment

The meeting was officially adjourned at **6:40 PM**.

Signatures

N.S
M.M
W.J
R.K
S.R
C.Z