

# SOEN341 Meeting Minutes #9

**Team:** WebGuys

**Meeting Type:** Sprint Progress Review

**Date:** March 14, 2025

**Time:** 2:50 PM – 3:40 PM

**Location:** Discord

## Attendees

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

## Call to Order

Scrum Master Sem Axil Raïs called the meeting to order at 2:50 PM, reviewing the Sprint 3 progress and upcoming tasks.

- **Scrum Master:** Sem Axil Raïs
- **Product Owner:** Noah Scally
- **Secretary:** Chadi Zebian

## Approval of Previous Minutes

The minutes from Meeting #8 were reviewed and approved with no amendments. All members confirmed that their assigned tasks were progressing as expected.

## Agenda Items

### 1. Sprint 3 User Story Creation & Burndown Chart Update

- Discussion: The team worked on defining and structuring user stories for Sprint 3.
- Key Points & Decisions:
  - Core features for Sprint 3 were converted into user stories.
  - Burndown chart updated to reflect current progress.
  - Additional features were brainstormed for future sprints.
- Action Items:
  - Finalize user stories and update GitHub Sprint Planning.
- Responsible: Chadi, Noah, Manlai

## **2. Implementation of Sprint 3 Core Features**

- Discussion: Features were assigned for implementation before the upcoming Lab Meeting.
- Key Points & Decisions:
  - Wadih: Implemented team chat functionality.
  - Noah: Designed the chat UI for teams.
  - Ruso: Worked on user status indicators.
  - Axil: Focused on emoji support for messages.
  - Chadi: Worked on test implementation for both Sprint 1 and Sprint 2.
- Action Items:
  - Implement all features by Friday and ensure consistent code formatting and documentation.
- Responsible: Wadih, Noah, Ruso, Axil, Chadi

## **3. Extra Features Brainstorming for Sprint 4**

- Discussion: The team explored possible additional features for Sprint 4.
- Key Points & Decisions:
  - Chadi: Proposed media file sharing.
  - Noah: Suggested enhancing the AI chatbot with prompt-based tone modification.
  - Wadih: Introduced the AI chatbot idea.
  - Other ideas discussed: Voice messages as a potential feature.
  - Final decision: The team voted to delay finalizing the feature until Sprint 4, at which point feasibility will be reassessed.
- Action Items:
  - Document ideas for future discussion.
- Responsible: All members

## Votes

- Sprint 3 User Story Creation – Approved
  - Sprint 3 Core Features Implementation – Approved
  - Extra Feature Selection – Deferred to Sprint 4
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## Next Meeting

- Agenda Items:
  - Sprint 3 Progress Review
- Date: March 18, 2025

## Meeting Adjournment

The meeting was adjourned at **3:40 PM**.

## Signatures

*N.S 14/03/2025*

*M.M 14/03/2025*

*W.J 14/03/2025*

*R.K 14/03/2025*

*S.R 14/03/2025*

*C.Z 14/03/2025*