SOEN341 Meeting Minutes #5

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WebGuys

Meeting #5
Date: February 11, 2025
Location: Online

Attendees:
Manlai, Noah, Chadi, Wadih, Axil, Ruso

Call to Order:
Scrum Master: Noah
Product Owner: Axil
Secretary: Chadi

Approval of Previous Minutes:

- The meeting minutes from the previous session were reviewed and approved.
- All members confirmed that their assigned tasks were completed as expected.

Agenda Items:

1. **User Stories Discussion & Task Assignment:**
   - Discussed and reviewed the user stories to ensure they align with project requirements.
   - Split tasks and assigned work, ensuring each member had a clear set of responsibilities.
2. **Additional Feature Exploration:**
   - Brainstormed potential additional features that could enhance ChatHaven.
   - No final decision was made, but ideas were noted for further discussion in the next meeting.
3. **Standardizing User Stories & Subtask Formatting:**
   - Agreed on a uniform format for writing user stories and subtasks.
   - Ensured that descriptions, acceptance criteria, and priorities are clearly defined.
4. **General Project Status Check:**
   - Confirmed that all assigned work from previous meetings was completed.
   - Reviewed project progression and identified any remaining gaps.

Votes:

- Voted on the frequency of meetings going forward: The team agreed to maintain a twice-a-week meeting schedule until Sprint 2 is complete.

Next Meeting Agenda:

- Begin Sprint 2 development—each member is expected to complete their assigned user stories so coding can start.
- Confirm with the TA the functionality of the website and ensure the features implemented so far align with expectations.

Next Meeting:

- Scheduled for Friday, February 14, 2025.

Meeting Adjournment Time:

- Meeting started at 9:30 PM and concluded at 10:00 PM.