

# SOEN341 Meeting Minutes #4

## WebGuys

### Meeting #4

**Date:** February 5, 2025

**Location:** Online

### Attendees:

Manlai, Noah, Chadi, Wadih, Axil, Ruso

### Call to Order:

Scrum Master: Chadi

Product Owner: Ruso

Secretary: Wadih

### 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:

- **GitHub Repository Review:**
  - Verified that all required files and documentation were correctly uploaded and organized.
  - Ensured that meeting minutes, user stories, and task breakdowns were properly documented.
- **Code Functionality Check:**
  - Conducted a final review to ensure that all implemented features work as intended.
  - Addressed minor bugs and confirmed smooth functionality before the sprint deadline.
- **Requirement Testing:**
  - Cross-checked all requirements against the sprint rubric to verify completeness.
  - Ensured that all acceptance criteria were met for the completed tasks.
- **Task Completion Confirmation:**
  - Reviewed each assigned task to confirm implementation.
  - Verified that all sprint objectives were completed as planned.

### Votes:

- No voting was conducted in this meeting.

### Next Meeting Agenda:

- Begin work on Sprint 2 once the professor releases the details.

**Next Meeting:**

- Scheduled for **Friday, February 7, 2025**.

**Meeting Adjournment Time:**

- Meeting started at **6:00 PM** and concluded at **9:00 PM**