SOEN 341 Meeting Minutes # 8

Team: WebGuys
Meeting Type: Sprint Progress Review
Date: Mar 11, 2025
Time: 11:00 PM – 11:21PM
Location: Online

Attendees

- **Present:** Manlai Munkhbold, Noah Scally, Chadi Zebian, Wadih Bou Jaoude, Sem Axil Raïs, Ruso Kanapathipillai
- **Absent:** None

Call to Order

Scrum Master **Wadih Boo Jaoude** called the meeting to order, and the agenda was briefly reviewed before proceeding to discussions.

- **Scrum Master:** Wadih Bou Jaoude
- **Product Owner:** Manlai Munkhbold
- **Secretary:** Ruso Kanapathipillai

Approval of Previous Minutes

The **minutes from Meeting #7** were reviewed and approved with no amendments. All members confirmed that their assigned tasks had been completed as expected.

Agenda Items

1. Sprint 3 Create User Stories

- Discussion: Creating user stories
- Key Points & Decisions:
    - Core features of Sprint 3 should be turned into user stories

- - Additional features would be added such as Ai Chatbox
  - Action Items:
    - Write user stories and associated task into Github and Sprint Planning
  - Responsible: Manlai, Chadi, Noah

2. Implement Core features for this week delivery

- Discussion: Wadih assigned features to implement before Lab Meeting
- Key Points & Decisions:
  - Implement request and join channel features by users by Wadih
  - Implement user status indicators by Ruso
  - Implement emoji and quoting by Axil
- Action Items:
  - Implement all three features by Friday this week.
  - Ensure consistent formatting and documentation in code.
- Responsible: Ruso, Wadih, Axil

Votes:

- Create User stories – Approved
- Implement core features for this weeks delivery– Approved

Next Meeting:

- **Agenda Items:**
  - Sprint 3 Progress review.
  - Retrospective discussion on sprint performance.
- **Date: March 18, 2025**

Signatures

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