

## **SOEN341 Meeting Minutes #14**

**Team:** WebGuys

**Meeting Type:** Sprint 4 Feature Evaluation and Implementation

**Date:** April 7, 2025

**Time:** 12PM

**Location:** In Person/Online

### **Attendees**

**Present:** Chadi Zebian, Wadih Bou Jaoude, Ruso Kanapathipillai (Scrum Master), Manlai Munkhbold (Secretary), Noah Scally, Sem Axil Raïs (Product Owner)

**Absent:** None

### **Call to Order**

Scrum Master Ruso Kanapathipillai called the meeting to order at 12:10PM. The meeting focused on assigning tasks for final presentations and report writing as well as finalizing sprint 4 implementation details.

**Scrum Master:** Ruso Kanapathipillai

**Product Owner:** Sem Axil Rais

**Secretary:** Manlai Munkhbold

### **Approval of Previous Minutes**

Meeting #13 minutes were reviewed and approved. Members of the group were happy with the progress of the implementation of the sprint 4 tasks.

## **Agenda Items**

### **1. User Stories Development**

Discussion: Manlai and Noah outlined key user stories for the upcoming sprint. The focus was on aligning stories with project goals and ensuring clarity for development and testing.

Key Points & Decisions:

- Prioritized user stories will be linked in github issues.
- Tasks will be broken down into subtasks for easier tracking and assignment.
- Align stories with acceptance criteria.  
Responsible: Manlai, Noah

### **2. Messaging Pinning Implementation**

Discussion: Axil introduced the plan for a message pinning feature to allow users to mark and easily access important messages within chats. The team discussed how this could enhance usability in group conversations.

Key Points & Decisions:

- Pinned messages will appear at the top of the chat or in a dedicated section.
- The feature will support both individual and group conversations.  
Action Items:
- Design UI/UX for pinned message display.
- Implement backend support for storing pinned message references.  
Responsible: Axil

### **3. Meeting Minutes Documentation**

Discussion: Chadi and Manlai agreed to co-manage the documentation of weekly meeting minutes for better record-keeping and accountability.

Key Points & Decisions:

- Format will remain consistent and professional.
- All decisions and action items must be clearly recorded.  
Action Items:
- Manlai will write the first two meetings of sprint 4 as secretary.
- Chadi will write the last two meetings of sprint 4 as secretary.

- Update documentation immediately after each meeting.  
Responsible: Chadi, Manlai

#### **4. CI/CD Pipeline Maintenance**

Discussion: Chadi reviewed the current pipeline structure and highlighted issues in recent deployments. Suggestions included better error tracking and automated rollback mechanisms.

Key Points & Decisions:

- Review and revise CI/CD scripts.

Responsible: Chadi

#### **5. Acceptance Testing**

Discussion: Noah presented the acceptance criteria for new features and discussed ways to integrate user feedback into the testing process.

Key Points & Decisions:

- Acceptance tests will be written alongside development.
- Testing will follow real-world use cases.  
Action Items:
- Draft test cases based on updated user stories.
- Validate with Product Owner for coverage.

Responsible: Noah

#### **6. AI Text Generation Integration**

Discussion: Wadih demonstrated the proposed AI-based text generation module and discussed potential use cases within the app with the chatbot

Key Points & Decisions:

- AI module will be used to assist with automated content.

Action Items:

- Set up a testing environment for AI text generation.
- Collect feedback on generated content quality.

Responsible: Wadih

## **7. Burndown Chart Updates**

Discussion: Chadi and Wadih emphasized the importance of visual progress tracking and maintaining an up-to-date burndown chart for sprint retrospectives.

Key Points & Decisions:

Action Items:

- Update chart when changes are made.
- Share live chart with team.  
Responsible: Chadi, Wadih

## **8. Sprint Presentation & Demo**

Discussion: Manlai and Noah are responsible for presenting the main points, while Wadih will lead the live demo. The focus is on delivering a clear summary of progress and showcasing completed features.

Key Points & Decisions:

- Presentation should follow the existing slide template.
- Demo should highlight key functionality.  
Action Items:
- Finalize slides and rehearse presentation.

Responsible: Every Member.

## **Votes**

- Wadih proposed splitting up the work evenly for the presentation and reports.

Everyone voted and unanimously agreed.

## **Next Meeting**

Thursday April 10th at 5PM

## **Meeting Adjournment**

The meeting was adjourned at 1:06PM

**Signatures**

N.S 07/04/2025

C.Z 07/04/2025

S.R 07/04/2025

M.M 07/04/2025

R.K 07/04/2025

W.H 07/04/2025