

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**