SOEN341 Meeting Minutes #16

Team: WebGuys
 Meeting Type: Sprint 4 Review & Final Evaluation
 Date: April 11, 2025
 Time: 11 AM

 Location: Concordia University.

Attendees

Present:

- Chadi Zebian
- Wadih Bou Jaoude
- Ruso Kanapathipillai (Scrum Master)
- Manlai Munkhbold (Secretary)
- Noah Scally
- Sem Axil Rais (Product Owner)

Absent: None

Call to Order

Scrum Master Ruso called the meeting to order at 11 AM. The meeting aimed to review the work completed during Sprint 4, discuss pending tasks, and verify rubric compliance.

Approval of Previous Minutes

Meeting #11 minutes were reviewed and approved without changes.

Agenda Items

1. Proposed Features – Review

Chadi started by summarizing the proposed features for Sprint 4 which were user profile editing and admin role management.

Ruso confirmed that "both features were implemented."

Manlai mentioned that "the features work well, but small UI adjustments could be considered if time allows."

Wadih added that "functionality-wise everything is working as planned."

2. Contribution by Team Members

Chadi noted that "everyone contributed to their assigned tasks this sprint."

Ruso said "coordination on Discord was smooth and tasks were handled on time."

Manlai added that "the workload was manageable and communication was clear."

Noah mentioned that "he worked on minor fixes assigned during the sprint."

3. Acceptance Tests

Ruso confirmed that "acceptance tests were written for all Sprint 4 user stories and linked to the corresponding GitHub Issues."

Wadih verified that "test labels follow the AT convention for clarity."

4. CI/CD Pipeline

Chadi showed that "the CI/CD pipeline is still operational with tests running on every push and pull request."

Manlai added that "GitHub Actions worked properly throughout the sprint."

5. Repository Organization

Ruso confirmed that "the repository follows the expected structure with proper file organization."

No concerns were raised.

6. Code Review

Wadih mentioned that "code review was conducted on all pull requests before merging."

Chadi added that "feedback was provided when necessary to ensure code quality."

7. Coding Standards

Ruso pointed out that we are missing coding standards communication.

8. Meeting Minutes

Noah verified that "all meeting minutes, including this one, are properly written, named, and pushed to GitHub."

9. Static Analysis Bug Fixes

Chadi confirmed that "5 issues reported by SonarQube were fixed during this sprint to improve code maintainability."

Wadih added that "this helped clean up the code and remove unnecessary parts."

10. Contribution Logs

Wadih reminded everyone to finalize their contribution logs.

All team members confirmed that "logs are updated with activities and time estimates."

Votes

- Sprint 4 Feature Completion – Approved

- Sprint 4 Rubric Compliance – Partially Approved

Next Meeting

To be scheduled for project final submission preparation.

Meeting Adjournment

The meeting was adjourned at 12:00 PM.

Signatures

C.Z 11/04/2025
 W.B.J 11/04/2025
 R.K 11/04/2025
 M.M 11/04/2025
 N.S 11/04/2025