

## **SOEN341 Meeting Minutes #11**

**Team:** WebGuys

**Meeting Type:** Sprint 3 Final Evaluation & QA Readiness

**Date:** March 22, 2025

**Time:** 6:10 PM – 7:00 PM

**Location:** Online (Discord)

### **Attendees**

**Present:** Chadi Zebian (Scrum Master), Wadih Bou Jaoude (Product Owner), Ruso Kanapathipillai (Secretary)

**Absent:** None

### **Call to Order**

Scrum Master Chadi Zebian called the meeting to order at 6:10 PM. The meeting focused on a complete evaluation of Sprint 3 progress against rubric criteria to ensure delivery standards are met.

**Scrum Master:** Chadi Zebian

**Product Owner:** Wadih Bou Jaoude

**Secretary:** Ruso Kanapathipillai

### **Approval of Previous Minutes**

Meeting #10 minutes were reviewed and approved. Members confirmed that all major implementation tasks were completed and verified.

### **Agenda Items**

**1. Core Features – Verification (*Rubric: Core Feature Development*)**

- Wadih presented the completion of default/private channels, user status, offline messaging, and dashboard features.
- All features are implemented, tested, and merged into the main branch.

## **2. Proposed Features – Confirmation (*Rubric: Proposed Feature Development*)**

- Chadi confirmed that two original features were implemented:
  - Real-time user status
  - Queued messaging for offline users
- Features are functional and error-free.

## **3. Acceptance Tests – Coverage Check (*Rubric: Acceptance Tests*)**

- Ruso showed that each user story has two acceptance tests.
- All tests are labeled “Acceptance Test (AT)” and linked to GitHub Issues.

## **4. CI/CD Pipeline – Status (*Rubric: CI/CD Pipeline*)**

- Chadi triggered a dummy pull request to show tests automatically run via GitHub Actions.
- CI/CD tested and functional for all pushes to main

## **5. Unit Testing – Completion Check (*Rubric: Unit Testing*)**

- Wadih confirmed all unit tests from Sprint 1 and 2 are still passing.
- No regressions detected after Sprint 3 integrations.

## **6. Meeting Minutes – Organization (*Rubric: Meeting Minutes*)**

- Ruso verified that all 11 meeting minutes are properly named and pushed to GitHub.
- File structure and naming follow the expected format.

#### **7. Contribution Logs – Update (*Rubric: Contribution Logs*)**

- Chadi reminded the team to finalize their logs.
- All three attendees confirmed logs are being updated with time estimates and activity details..

#### **Votes**

- Sprint 3 Feature Completion – Approved
- Sprint 3 Testing Traceability – Approved
- Rubric Compliance – Approved

#### **Next Meeting**

To be scheduled at the start of Sprint 4.

#### **Meeting Adjournment**

The meeting was adjourned at 7:00 PM.

#### **Signatures**

N.S 22/03/2025

C.Z 22/03/2025

S.R 22/03/2025

M.M 22/03/2025

R.K 22/03/2025

