

SOEN341 Meeting Minutes #5

Team: WebGuys

Meeting Type: Online Meeting

Date: February 11, 2025

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 **Noah Scally** called the meeting to order, and the agenda was briefly reviewed before proceeding to discussions.

- **Scrum Master:** Noah Scally
- **Product Owner:** Sem Axil Raïs
- **Secretary:** Chadi Zebian

Approval of Previous Minutes

The **minutes from Meeting #4** were reviewed and approved with no amendments. All members confirmed that their assigned tasks had been completed as expected.

Agenda Items

1. User Stories Discussion & Task Assignment

- **Discussion:** Reviewed existing **user stories** to ensure alignment with **project requirements**.
- **Key Points & Decisions:**
 - Tasks were **split and assigned** to ensure all members had clear responsibilities.
 - Priorities for Sprint 2 tasks were clarified.
- **Action Items:**

- Finalize and refine user stories to ensure clarity in scope and deliverables.
- **Responsible: All Members**

2. Additional Feature Exploration

- **Discussion:** Brainstormed potential **feature enhancements** to improve ChatHaven.
- **Key Points & Decisions:**
 - No final decision was made, but ideas were documented for **further evaluation**.
- **Action Items:**
 - Identify **feasibility and impact** of proposed features in the next meeting.
- **Responsible: Manlai, Axil**

3. Standardizing User Stories & Subtask Formatting

- **Discussion:** Agreed on a **uniform format** for writing user stories and subtasks to ensure consistency.
- **Key Points & Decisions:**
 - Standardized descriptions, **acceptance criteria, priorities, and dependencies**.
- **Action Items:**
 - Update the backlog to reflect the **new standard format**.
- **Responsible: Chadi, Noah**

4. General Project Status Check

- **Discussion:** Reviewed progress on **previously assigned tasks** and identified remaining gaps.
- **Key Points & Decisions:**
 - Confirmed that all members had completed their assigned work.
 - Evaluated areas that required **additional focus** before Sprint 2.
- **Action Items:**
 - Conduct a **final review of outstanding tasks** before Sprint 2 begins.
- **Responsible: All Members**

Votes

- **Meeting Frequency:** The team unanimously agreed to **maintain a twice-a-week meeting schedule** until Sprint 2 is complete.

Next Meeting

- **Agenda Items:**
 - Sprint 2 planning and task prioritization.
 - Final review of user stories and backlog updates.
- **Date:** Monday, February 24, 2025

Meeting Adjournment

The meeting was adjourned at **6:30 PM**.

Signatures

N.S

M.M

W.J

R.K

S.R

C.Z