

SOEN341 Meeting Minutes #7

Team: WebGuys

Meeting Type: Sprint Progress Review

Date: February Mar 3, 2025

Time: 7:00 PM – 7:40PM

Location: Online

Attendees

- **Present:** Manlai Munkhbold , Wadih Bou Jaoude(Secretary), Ruso Kanapathipillai (Scrum Master) , Sem Axil Raïs, Noah Scally , Chadi Zebian(Product Owner)
- **Absent:** None

Call to Order

Scrum Master Ruso Kanapathipillai called the meeting to order at 6:00 PM, reviewing the sprint's progress and ensuring alignment with Sprint 2 objectives.

Approval of Previous Minutes

The minutes from Meeting #6 were reviewed and approved. All members confirmed their assigned tasks were progressing as expected.

Agenda Items

1. Sprint 2 Progress Review

- Discussion: Evaluated the current progress on assigned tasks.
- Key Points & Decisions:
 - Most front-end and backend implementations were on track.
 - Some issues were identified in the real-time chat updates, requiring debugging.
- Action Items:
 - Review and fix message update issues to ensure consistency.
- Responsible: Axil, Chadi, Noah

2. Testing & Code Quality Check

- Discussion: Addressed test coverage and code consistency issues.
- Key Points & Decisions:
 - Additional test scripts were needed for message deletion and user roles functionality.
 - Some code inconsistencies required standardization.
- Action Items:
 - Improve unit and integration testing coverage.
 - Ensure consistent formatting and documentation in code.
- Responsible: Noah, Wadih

3. File Organization & Project Structure

- Discussion: Ruso raised concerns about file structure and organization.
- Key Points & Decisions:
 - A structured project directory was needed to improve clarity and collaboration.
- Action Items:
 - Establish clear file organization guidelines for team members.
- Responsible: Wadih, Ruso

Votes

- Testing strategy improvements – Approved
- File organization guidelines – Approved

Next Meeting

- **Agenda Items:**
 - Final Sprint 2 review.
 - Retrospective discussion on sprint performance.
- **Date: March 6, 2025**

Signatures

N.S

M.M

W.J

R.K

S.R

C.Z