

SOEN341 Meeting Minutes #15

Team: WebGuys

Meeting Type: Final report and presentation details

Date: April 10, 2025

Time: 8PM

Location: Online

Attendees

Present: Chadi Zebian, Wadih Bou Jaoude, Ruso Kanapathipillai (Scrum Master), Manlai Munkhbold (Secretary), Noah Scally, Sem Axil Raïs (Product Owner)

Absent: None

Call to Order

Scrum Master Ruso Kanapathipillai called the meeting to order at 8PM. The meeting focused on practicing for the final presentation and updating each other on where we're at in sprint 4 completion. Also some further detail clarification for the final report.

Scrum Master: Ruso Kanapathipillai

Product Owner: Sem Axil Rais

Secretary: Manlai Munkhbold

Approval of Previous Minutes

Meeting #14 minutes were reviewed and approved. Members of the group were happy with the state of the presentation and sprint 4 user stories.

Agenda Items

1. Final Presentation Practice

Discussion: Everyone in the group looked over the state of the presentation and gave notes to one another for how it could be improved. Everyone explained the details of the parts they worked on so the presenters could accurately convey what is meant.

- Presenters were decided and went through a few practice presentations.
- The viewers took notes and informed the presenters on what was good and what could be improved.
- Slides were split up for the presenters.
Responsible: Manlai, Noah, Wadih

2. Messaging Pinning Implementation

Discussion: Axil showed the current implementation of the feature. The group were happy with the progress and gave some notes for improvements.

Key Points & Decisions:

- Pinned messages appear at the top of the chat or in a dedicated section.
- Feature supports both direct messages and channels.
Action Items:
- Change UI design a bit for better useability.
- Implement backend support for storing pinned message references.
Responsible: Axil

3. Meeting Minutes Documentation

Discussion: Chadi and Manlai gave updates on the progress of meeting minutes. The team agreed on the points discussed in previous meetings and were happy with the progress of the sprint.

Key Points & Decisions:

- Format will remain consistent and professional.
- Update documentation immediately after each meeting.
Responsible: Chadi, Manlai

4. Final Report details

Discussion: Everyone discussed how they should split up the parts of the remaining parts of the final report to be written. The team was happy with the current progress of the final report.

Key Points & Decisions:

- Report should follow the given layout and maximize rubric points.
- Report should be done by Saturday night to minimize any last minute big changes.

Action Items:

- Finalize the report by Saturday night.

Responsible: Every Member.

Votes

- Chadi proposed rewording some of the phrasing used in the presentation. Everyone unanimously agreed.

Next Meeting

Friday April 11th

Meeting Adjournment

The meeting was adjourned at 9PM

Signatures

N.S 10/04/2025

C.Z 10/04/2025

S.R 10/04/2025

M.M 10/04/2025

R.K 10/04/2025

W.H 10/04/2025