

SOEN341 Meeting Minutes #12

Team: WebGuys

Meeting Type: Sprint 4 Feature Evaluation and Implementation

Date: March 31, 2025

Time:

Location: Online (Discord)

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 8:10PM. The meeting focused on assigning and finalizing task roles for sprint 4. As well as some feature implementation decisions were made.

Scrum Master: Ruso Kanapathipillai

Product Owner: Sem Axil Rais

Secretary: Manlai Munkhbold

Approval of Previous Minutes

Meeting #11 minutes were reviewed and approved. Members confirmed that all major implementation tasks were completed and verified. Moved onto decisions for sprint 4.

Agenda Items

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

- Wadih presented improvements on the AI chatbot, making it more custom to messaging apps.

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

- Manlai does front-end work for chat export features.
- Noah will do the front end for message pinning.

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

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

4. Unit Testing – Completion Check (Rubric: Unit Testing)

- Unit tests are still passing from sprints 1-3.

5. Meeting Minutes – Organization (Rubric: Meeting Minutes)

- Manlai checked that meeting minutes are still in the correct format and that meeting minute 12 will as well.

6. Contribution Logs – Update (Rubric: Contribution Logs)

- Noah reminded everyone to keep filling their contribution log after every task done for a project.

7. Feature Proposals – Discussion (Rubric: Feature Prioritization)

- Chadi proposes voting on layout changes.

- Ruso proposes implementing chat exporting.
- Axil proposes implementing message pinning.

Votes

- App layout changes - approved unanimously.

Next Meeting

Friday April 4th

Meeting Adjournment

The meeting was adjourned at 8:30 PM.

Signatures

N.S 31/03/2025

C.Z 31/03/2025

S.R 31/03/2025

M.M 31/03/2025

R.K 31/03/2025

W.H 31/03/2025