

SOEN341 Meeting Minutes #10

Team: WebGuys

Meeting Type: Sprint 3 Feature Integration & Test Planning

Date: March 17, 2025

Time: 5:00 PM – 5:50 PM

Location: Online (Discord)

Attendees

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

Call to Order

Scrum Master Wadih Bou Jaoude called the meeting to order at 3:00 PM to assess the mid-sprint status and address blockers for current tasks.

Approval of Previous Minutes

The team reviewed and approved Meeting #9 minutes. No changes were proposed. All members confirmed the completion of assigned tasks from the last meeting, especially the UI designs and core implementation for default and private channels.

Agenda Items

1. Completion Review of Default and Private Channels

Key Points & Decisions:

- Manlai confirmed successful UI completion for channel views and accessibility.
- Wadih reported backend creation of channels and invitation flow was completed and committed.

- Chadi verified proper user restrictions in place for private channels.

2. Real-Time User Status and Last Seen Functionality

Key Points & Decisions:

- Status changes reflect immediately in the UI.
 - “Last seen” timestamp is now stored and displayed with proper formatting.
 - Frontend team to refine the display layout and contrast.
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3. Acceptance Test Strategy and Labeling

Key Points & Decisions:

- Several tests are in progress and require final touches before end of Sprint.
 - Chadi reminded members to trace acceptance tests to related user stories in the planning spreadsheet.
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4. Meeting Documentation and Contribution Logs

Key Points & Decisions:

- Meeting files named properly in the GitHub folder.
- Contribution logs will be completed by March 19.

Votes

- Finalizing Channel Features – Approved
- Real-Time Status Feature Review – Approved
- Acceptance Test Plan – Approved

Next Meeting

Agenda Items:

- Final Sprint 3 QA, CI testing, and Retrospective
Date: March 21, 2025

Meeting Adjournment

The meeting was adjourned at 5:50 PM.

Signatures

N.S 17/03/2025

C.Z 17/03/2025

S.R 17/03/2025

M.M 17/03/2025

R.K 17/03/2025