

SOEN341 Meeting Minutes #7

Team: WebGuys

Meeting Type: Sprint Progress Review

Date: February 25, 2025

Time: 6:00 PM – 6:40 PM

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