SOEN341 Meeting Minutes #5

Name of Organization: WebGuys

Type of Meeting: Regular Meeting

Date: February 11, 2025

Time: 9:30 PM - 10:00 PM

Location: Online

Attendees:

Present: Manlai, Noah, Chadi, Wadih, Axil, Ruso

Absent: None

Call to Order:

The meeting was called to order at 9:30 PM by Scrum Master Noah. The agenda was reviewed, and the meeting was officially commenced.

Approval of Previous Minutes:

● The meeting minutes from the previous session were reviewed, and no corrections were required.

● All members confirmed that their assigned tasks were completed as expected, and any blockers were discussed.

Agenda Items:

1. \*\*User Stories Discussion & Task Assignment:\*\*

- Reviewed and analyzed the user stories to confirm they align with project requirements.

- Discussed the feasibility and implementation of each user story in the next sprint.

- Assigned work to team members based on expertise and workload balance.

- Established deadlines for task completion and testing phases.

- \*\*Manlai\*\* worked on refining user stories and ensuring all acceptance criteria were met.

- \*\*Noah\*\* facilitated the discussion and assigned the tasks accordingly.

- \*\*Chadi\*\* documented all user stories and added them to the project management system.

2. \*\*Additional Feature Exploration:\*\*

- Brainstormed potential additional features that could enhance ChatHaven’s functionality and user experience.

- Considered user feedback and market research for feature prioritization.

- No final decision was made, but ideas were documented for further discussion in the next meeting.

- \*\*Axil\*\* led the discussion on potential new features and provided an initial feasibility analysis.

- \*\*Ruso\*\* created wireframes for some of the proposed features.

3. \*\*Standardizing User Stories & Subtask Formatting:\*\*

- Agreed on a uniform format for writing user stories and subtasks to ensure clarity and consistency.

- Defined structured descriptions, acceptance criteria, and priority levels for better workflow management.

- Introduced a new tracking system using Jira to monitor progress effectively.

- \*\*Chadi\*\* was assigned the responsibility of maintaining the backlog and ensuring proper formatting of tasks.

- \*\*Wadih\*\* reviewed and refined existing subtasks to meet the new standard.

4. \*\*General Project Status Check:\*\*

- Confirmed that all assigned work from previous meetings was completed, and no major issues were reported.

- Conducted a brief code review to verify the quality and maintainability of the implemented features.

- Identified gaps in UI design and integration, which need to be addressed in the next sprint.

- Discussed cross-team collaboration for API integration and backend optimizations.

- \*\*Manlai\*\* conducted the initial code review and identified areas that need improvement.

- \*\*Wadih\*\* updated API endpoints to resolve backend inconsistencies.

- \*\*Ruso\*\* addressed UI concerns and suggested improvements for a better user experience.

Votes:

● Voted on the frequency of meetings going forward: The team unanimously agreed to maintain a twice-a-week meeting schedule until Sprint 2 is complete to ensure alignment and steady progress.

Reports:

- Presented an overview of completed user stories and pending tasks.

- Discussed completed tasks related to user stories, code reviews, and upcoming deployment goals.

- Evaluated the impact of recent merges, assignment deliveries, and testing updates.

- \*\*Wadih\*\* provided an update on the API integration status and current bottlenecks.

- \*\*Chadi\*\* shared insights on the backlog progress and next steps.

Open Forum or General Discussion:

● Team members raised concerns about potential conflicts in feature implementation timelines.

● Discussed strategies to improve communication and productivity.

● Proposed setting up a dedicated channel for quick issue resolution.

● \*\*Noah\*\* suggested improvements to the sprint planning workflow.

● \*\*Axil\*\* proposed a new method for tracking feature requests efficiently.

Next Meeting:

Date: February 14, 2025

Time: To be confirmed

Location: Online

Agenda:

● Begin Sprint 2 development—each member is expected to complete their assigned user stories so coding can start.

● Confirm with the TA the functionality of the website and ensure the features implemented so far align with expectations.

● Finalize decisions on additional features and implementation roadmap.

● Address any outstanding issues or blockers that may arise.

Adjournment:

The meeting was adjourned at 10:00 PM after a final review of the discussed action items and upcoming tasks.

Signature:

Scrum Master: Noah

Secretary: Chadi

Date: February 11, 2025