# Meeting Minutes – CAB302 Project (BrainBrawl)

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| Week 3 – 2 hours TuesdayAgenda: - Group contract  - Project idea selection Discussion & Decisions: - Finalized and signed group contract.  - Weekly meeting held on coding standards & Git branching.  - Chose assessment idea, divided into 5 sections.  - Section 3 (general knowledge gameplay) chosen.  - 10 user stories created. Action Items: - Logbook and team minutes updated. Attendees: - Shehroz, Aaqil, Anish, Kai, Prab | Week 4 – 2 hours TuesdayAgenda: - Incorporation of new group member  - User story documentation Discussion & Decisions: - New member added; reassigned sections (shifted from Section 3 → Section 2).  - Drafted and finalized 7 user stories for Section 2 (lobby & matchmaking).  - Uploaded documentation. Action Items: - Continue with GUI learning in Java. Attendees: - Shehroz, Aaqil, Anish, Kai, Prab | Week 5 – 2 hours TuesdayAgenda: - Phase 2 progress check  - Backlog creation Discussion & Decisions: - Weekly meeting confirmed progress on Phase 2.  - Created suitable backlog.  - Refined user stories and documentation.  - Researched questioner game development. Action Items: - Continue Agile methodology reading. Attendees: - Shehroz, Aaqil, Anish, Kai, Prab | Week 6 – 2 hours TuesdayAgenda: - Roles and methodology  - UI designs Discussion & Decisions: - First face-to-face meeting with new members.  - Confirmed understanding of roles.  - Read about TDD with JUnit.  - Compared with Agile vs Waterfall.  - Created low–medium fidelity UI designs. Action Items: - Prepare for coding with TDD approach. Attendees: - Shehroz, Aaqil, Anish, Kai, Prab, Keenan |
| Week 7 – 2 hours TuesdayAgenda: - Coding commencement  - Technical knowledge growth Discussion & Decisions: - Weekly meeting: clarified contributions.  - Began coding.  - Read persistence in Java. Action Items: - Continue collaborative coding. Attendees: - Shehroz, Aaqil, Anish, Kai, Prab | Week 8 – 2 hours TuesdayAgenda: - Code completion status  - Preparation for Week 9 checkpoint Discussion & Decisions: - Weekly meeting checked code status.  - Debugging and compliance with requirements.  - Edited logbook, team workflow, and scrum work. Action Items: - Ensure code is ready for checkpoint. Attendees: - Shehroz, Aaqil, Anish, Kai, Prab | Week 8 – 1 hour 30 min FridayAgenda: - Checkpoint alignment  - Backlog audit to find missing areas  - Bug triage & ownership  - Plan for integration & testing Discussion & Decisions: - Held a focused follow‑up to align on Week 9 checkpoint expectations.  - Reviewed outstanding items and identified missing areas to complete.  - Prioritized bugs and assigned owners to each task.  - Agreed on short code‑freeze window and integration plan for next session.  - Updated scrum board and documentation to reflect new assignments. Action Items: - Owners to complete assigned fixes before next stand‑up.  - Update documentation/logbook after integration.  - Run smoke tests after merge and report results in the next meeting. Attendees: - Shehroz, Aaqil, Anish, Kai, Prab, Keenan |  |
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