SOEN 341 SPRINT 3 MEETING MINUTES

SOEN341

**Meeting 1**

**Heading:** Mid-Sprint Review & Planning Adjustments  
 **Type of meeting:** Regular - Online  
 **Date & Time:** March 11, 2025, 1:00 PM - 2:00 PM, Discord

**Attendees:** Benedetto Guidi (40228072)  
 Wael Makarem (40164710)  
 David Macicasan (40207245)  
 Thomas Richer (40222378)  
 Mohammad Almasri (40248819)  
 Muaaz Ahmed (40299591)  
 Hossam Mostafa (40245337)  
 Harout Kayabalian (40209920)

**List of Absentees (with or without excuses):** None

**Call to Order:** Hossam  
 The meeting was called to order at 1:02 PM. The minutes of the previous meeting were approved by consensus.

**Agenda Items:**

* Check progress on Sprint 3 goals
* Review story completion and feature testing
* Initial discussion on Sprint 4 planning

**Reports:**

* **Feature Progress:** All 3 core features were reviewed; team discussed bugs and local environment issues.Such as the completion of direct messaging
* **Acceptance Testing:** Some user stories still need written acceptance criteria.

**General Discussion:**

* Emphasized the importance of writing acceptance test steps.
* Discussed timeline pressure and assigned a bug-fixing sub-group.
* Listed some potential additional features.

**Next Meeting:** Scheduled for March 15, 2025  
 **Adjournment:** The meeting was adjourned at 2:00 PM  
 **Signature:** HM

**Meeting 2** **Heading:** Sprint 3 Finalization & Story Prioritization  
 **Type of meeting:** Regular - Online  
 **Date & Time:** March 15, 2025, 3:00 PM - 4:00 PM, Discord

**Attendees:** Benedetto Guidi (40228072)  
 Wael Makarem (40164710)  
 David Macicasan (40207245)  
 Thomas Richer (40222378)  
 Mohammad Almasri (40248819)  
 Muaaz Ahmed (40299591)  
 Hossam Mostafa (40245337)  
 Harout Kayabalian (40209920)

**List of Absentees (with or without excuses):** None

**Call to Order:** Hossam  
 The meeting was called to order at 3:02 PM. The minutes of the previous meeting were approved by consensus.

**Agenda Items:**

* Finalizing Sprint 3 user stories
* Adding missing acceptance test steps
* Start planning Sprint 4

**Reports:**

* **Code Quality:** Code reviews flagged inconsistent naming in some files and some compatibility issues .
* **Story Documentation:** All issues are updated with story points, risk, and priority.
* **GitHub Practice:** Commit messages improved; more referencing to issues observed.

**General Discussion:**

* Block diagram for architecture was reviewed and revised to reflect actual implementation.
* Discussed possible additional features for Sprint 4 and upcoming TA suggestions.

**Next Meeting:** Scheduled for March 21, 2025  
 **Adjournment:** The meeting was adjourned at 4:01 PM  
 **Signature:** HM

**Meeting 3** **Heading:** Sprint 4 Kickoff & Milestone Setup  
 **Type of meeting:** Regular - Online  
 **Date & Time:** March 21, 2025, 12:00 PM - 12:45 PM, Discord

**Attendees:** Benedetto Guidi (40228072)  
 Wael Makarem (40164710)  
 David Macicasan (40207245)  
 Thomas Richer (40222378)  
 Mohammad Almasri (40248819)  
 Muaaz Ahmed (40299591)  
 Hossam Mostafa (40245337)  
 Harout Kayabalian (40209920)

**List of Absentees (with or without excuses):** None

**Call to Order:** Hossam  
 The meeting was called to order at 12:00 PM. The minutes of the previous meeting were approved by consensus.

**Agenda Items:**

* Create Sprint 4 milestone on GitHub
* Assign new user stories
* Propose and finalize additional features

**Reports:**

* **Architecture:** Confirmed updated block diagram is consistent with codebase
* **Milestone:** Sprint 4 milestone and related user stories created and assigned

**General Discussion:**

* Feedback from TA expected by next week regarding the proposed features
* Final sprint goals discussed: complete all testing and polish the app
* Prepare for the final sprint and discussed ways to be ahead

**Next Meeting:** To be scheduled after TA feedback  
 **Adjournment:** The meeting was adjourned at 12:45 PM  
 **Signature:** HM