

Senior Capstone Project

Meeting Agenda and Minutes

Project Name: peer8: Peer Review Web Application	
Date:	4/19/2023
Start Time:	6:00 PM EST
End Time:	7:00 PM EST
Meeting Location:	Discord

<i>Name</i>	<i>Role</i>	<i>Present (Y/N)</i>
Cole Cagle	Project Manager / Scrum Master	Y
Noah Taylor	Development Manager	Y
Yhara Mendoza	Database Administrator	Y
Francisco Ayala	Application Architect	Y
Cuinn Owens	Quality Assurance Manager	Y
Jannat Saeed	Security Manager	Y

Agenda:

1. Review Sprint 1
 - a. Takeaways
 - b. Compile all documents
2. Sprint 2
 - a. Project WBS
 - b. Use Case UML

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Meeting Minutes:

Narrative of discussion and decisions

1. Review Sprint 1
 - a. The sprint presentation was improved from the previous presentations for AW3 and AW6
Slides were quick to the point with bullet points
Diagrams were made bigger for the audience and hyperlinks were implemented if needed
Everyone presented and explained their slides in a concise and clear manner
The demo worked for half the team and did not work for the other half
Some of it could have been user error or issues with the network or application itself
The mobile version had some framing issues
Everyone contributed to the project for sprint 1
This first sprint was a success for the application development
For future sprints, the application would be more fine-tuned
Learned new ways to communicate among team members
Learned lessons on communicating with stakeholders
 - b. The project manager is tasked with compiling all documents and turning them in for AW7
The rest of the team will help organize all the documents for the project manager
2. Sprint 2
 - a. The project manager is tasked with Project WBS for sprint 2
This will look slightly different than the one from sprint 1
It will look more into fine-tuning and feedback post sprint 1 presentation
Progress for sprint 2 would be presented to an audience
 - b. The Use Case UML diagram for sprint 2 will be created by the development team
Will have slight changes from the diagram from sprint 1

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Next Steps:

<i>Assigned to</i>	<i>Due date</i>	<i>Issue / Need</i>
Project Manager	4/22/2023	Project WBS for sprint 2
Project Manager	4/22/2023	Finish documentation for final document
Project Manager	4/22/2023	Turn in AW7
Application Architect and Dev. Manager	4/22/2023	Compile all coding files
Quality Assurance Manager, Security Manager, DB Administrator	4/22/2023	Use Case UML for sprint 2 and complete section 5 on final document