

Meeting Minutes - Sprint 1 (Meeting 2)

Date: January 18, 2026

Sprint: Sprint 1

Meeting Type: Sprint Kickoff & Planning

Participants: All team members (IRS)

Agenda

- Project overview and objectives
- Review of SOEN 390 Sprint 1 requirements
- Initial discussion of Campus Guide requirements
- Tooling and collaboration setup

Discussion Summary

The team reviewed the project scope and clarified expectations for Sprint 1, focusing on planning and design activities rather than implementation. The Campus Guide requirements were discussed at a high level, and the team agreed to adopt them as-is for the initial backlog. GitHub was confirmed as the main collaboration platform, with GitHub Issues for user stories and GitHub Projects for sprint planning.

Decisions Made

- Sprint 1 will focus on requirements analysis, backlog creation, architecture design, and UI mockups. GitHub Issues will be used to manage user stories.
- GitHub Projects will be used for sprint planning and tracking.

Action Items

- Convert all requirements into user stories.
- Set up the GitHub repository and initial project board.
- Begin drafting personas and architecture diagrams.

Meeting Minutes – Sprint 1 (Meeting 2)

Date: January 22, 2026

Sprint: Sprint 1

Meeting Type: Design & Backlog Review

Participants: All team members (IRS)

Agenda

- Review of drafted user stories and EPICs
- Discussion of domain model and component diagram
- Review of initial UI mockups
- Accessibility considerations

Discussion Summary

The team reviewed the initial product backlog and discussed the grouping of user stories into EPICs. Feedback was provided on story clarity and acceptance criteria. The proposed domain model and component diagram were reviewed and refined to better represent indoor and outdoor navigation, accessibility-aware routing, and external service integration. UI mockups for Sprint 2 features were discussed, with a focus on clarity and accessibility.

Decisions Made

- User stories will be refined to include clearer acceptance criteria.
- Indoor and outdoor routing will be treated as separate components.
- Accessibility considerations will be explicitly documented in personas and UI design.

Action Items

- Update user stories and acceptance criteria.
- Finalize the domain model and component diagram.
- Revise UI mockups based on team feedback.

Meeting Minutes – Sprint 1 (Meeting 3)

Date: January 24, 2026

Sprint: Sprint 1

Meeting Type: Sprint Review & Retrospective

Participants: All team members (IRS)

Agenda

- Review of Sprint 1 objectives
- Sprint 1 retrospective
- Sprint 2 planning overview

Discussion Summary

The team reviewed Sprint 1 outcomes and confirmed that all planned planning and design tasks were completed. The backlog, architecture diagrams, personas, and UI mockups were finalized. The team reflected on collaboration and identified areas for improvement, particularly in estimation and early validation of ideas. Sprint 2 priorities were discussed, focusing on implementing core navigation features.

Decisions Made

- Sprint 1 deliverables are ready for submission.
- Sprint 2 will focus on implementing core outdoor navigation and campus exploration features.
- Task breakdown and earlier feedback will be emphasized in Sprint 2.

Action Items

- Prepare Sprint 1 Wiki documentation.
- Finalize Sprint 2 user story selection in GitHub Projects.
- Schedule Sprint 2 kickoff meeting.