Scrum meeting notes

▼ Meeting 1 - 25/02/25 - Zain

Met with the team on call. We went round and everyone spoke about how they thought sprint 1 went. Comments that we encouraged were what we thought went well and what caused issues for us later down the line. A large issue was time management and so we have decided to conduct more scrum meetings. This is in hopes that issues will arise faster and can be addressed faster. We have also proposed the idea of daily scrum meetings (for weekdays). Current task for everyone is to ensure that a feature is chosen before the session on 27/02.

▼ Meeting 2 - 03/03/25 - Zain

First official start of the scrum meeting and working on sprint 2. All issues have been assigned and there are no current issues with the assignment. As scrum master I will create a ruleset for the scrum meetings to ensure that everyone comes prepared to the meetings. This will ensure that people are getting the most out of the meetings. So far no one has started coding their issue.

▼ Meeting 3 - 04/02/25 - Zain

No major team changes, no one has started coding just yet. An extra channel of communication has been added on discord to separate notes that were made in the meetings. This will be used to update anyone that was not present at the meeting. Have decided not to create a scrum rule document to keep the meetings less formal. given that they are daily we can allow the team to take a natural course to what we value from the meetings. A notion page has been created with a tracker for all the tasks. An inline database has been used for the task tracker which allows for date tracking and status tracking. I will be adding everyone to this shared page so that they can also view the current tasks.

▼ Meeting 4 - 05/03/25 - Zain

No major team changes. there is currently an issue with main. Justin and I will work on restoring main so that there are no errors. The idea for a development branch has been suggested so that we can catch any errors upon merging before merging to main.

▼ Meeting 5 - 06/03/25 - Zain

In order to spread the responsibility of submission I have assigned roles to everyone in the team:

- Zain - Scrum master/admin
- Justin - Git management
- Eren - Scrum board management and screenshots
- Sonny - User manual Manager
- Dan - Floater/checks for announcements
- Ibrahim - Video manager

In order to give notice to the other members in the group on what the specification requires, the video manager and user manual manager (Ibrahim and Sonny) will provide a report to the rest of the group on what the requirements will be.

▼ Meeting 6 - 10/03/25 - Zain

Reviewed report documents from Ibrahim and Sonny on the video spec and user manual spec. No major changes from rest of team.

▼ Meeting 7 - 12/03/25 - Eren

Management of the schedule of tasks. Making sure everything is on track to being finished on time, with the internal deadlines still in place. No major

changes from the rest of the team, however plans to start development in place.

▼ Meeting 8 - 14/03/25 - Ibrahim

Had a team meeting today to check on everyone's progress, progression is going great and we plan to have all features completed well before the soft deadline that we have set.

▼ Meeting 9 - 18/03/25 - Sonny

Met with the team on call. Reviewed everyone's individual issues on their branches making sure there were no bugs and general maintenance of the code. Also updated the scrum notes after reviewing the feedback from sprint one of what we could improve on.

▼ Meeting 10 - 20/03/25 - Dan

The scrum meetings that we attended online, we discussed the updates we had to any of the code we had. I mentioned that I finished my code and needed someone to review the code for merging into the main branch. Justin had offered to do so. Within the meeting we also discussed an extension of the internal deadline for the features due to the team members all agreeing to more time required to complete each feature.

▼ Meeting 11 - 25/03/25 - Justin

Today we had an in person meeting so that we could finalise our features and merge together. Energy drinks were provided by amazing scrum master for motivation to meet in person. Almost all features have been completed with a few features still being worked on. A script has been created for the video as well as user manuals for all features. Dan and Ibrahim spent time looking though the specifications for anything that we may have missed out. Mostly we have spent time going through feature integration and prepping for the video.