Sprint 4 Planning Meeting
Apr 12 2024

<u>Attendees:</u>
Kacie P, Lysa H, Yifan Z, Muiz O, Robert P, Elya D, Max Y

<u>Goals:</u>
- Plan and assign all tasks for sprint 4.
- What tasks do we need to prioritize for this Sprint? What tasks are missing? How will we meet all of our goals by presentation/project submission time?
    - Final presentation is on April 23rd.
    - Final report is due April 28th.

<u>Discussion:</u>
We went through all remaining tasks in Jira (this is our final sprint) and ordered them by priority, as well as assigned them to the appropriate people.

We chatted about all of the requirements, and what they entail. All notes can be found in the Sprint3Tasks.xlsx document (since all tasks not completed in Sprint 3 are the ones which have become our Sprint 4).

WHEN DOES THE PROJECT NEED TO BE DONE: **April 19th**
- So that all manual testing can be done (fixes can be implemented), presentation can be prepared, video tutorial, final report… Give Kacie 3 days to do this pretty please!

WHEN DOES THE VIDEO TUTORIAL NEED TO BE DONE: **April 22nd**
- Should probably be part of the final presentation?

WHEN IS THE FINAL PRESENTATION: **April 23rd**

WHEN WILL SPRINT 4 BE COMPLETED: **April 26th**
- This way we can get a final update on all tasks in Jira, and Kacie can finish updating the report before submission, specifically the updated user requirements part of the document.

WHEN DOES THE REPORT NEED TO BE DONE: **April 28th**

Priorities discussed for Sprint 4:
- Finish the settings page and dailies page first and FAST. These are very important for the project requirements.
- Make sure that the site is complete by next Friday so everything can be prepared well in advance for the presentation.
- Make sure any pages which are being developed have responsive design.