Meeting Minutes Apr 16 2024

<u>Attendees:</u>
Kacie P, Lysa H, Max Y, Robert P, Muiz O, Elya D
(Yifan Z out of the country)

<u>Goals:</u>
- Kacie will not be available for the Friday meeting if it is not moved (exam 2-5)
- When should we schedule a meeting to run through the presentation before Tuesday?
    - Kacie is completely available Monday
- Go over the proposed final presentation outline
    - This would mean to have the YouTube video not included in the final presentation, so not needed to be done by the 22nd
- What has everyone been working on?
- What will everyone be working on?
- Are we on track to finish everything by Friday? If not, what can we do to be on track?

<u>Notes:</u>
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**~~ **April 28th**
~~Should probably be part of the final presentation?~~ No time to make it part of the final presentation

WHEN IS THE FINAL PRESENTATION: **April 23rd**
WHEN WILL SPRINT 4 BE COMPLETED: **April 26th**
- Updated user requirements and YouTube video to be completed after this.

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

<u>Discussion:</u>
Friday's meeting was rescheduled to 6pm so Kacie can finish her exam.
Meeting to go through the presentation was scheduled for Monday at 3pm.

Group member updates:
Kacie - has been working on the final report, user manual, and testing. Will continue doing so.
Muiz - finished auto tabbing/highlighting, fixed the list at the bottom of the signup page (only shows when the button is clicked), and will finish the challenges page next (pop ups).
Lysa - finished back end emails, made front end email tasks in Jira, bug fixing, finished challenges APIs.
Elya - when you update email it sends verification same as sign up, needs new html.
Max - finished settings page, wants to add response to user and wants to make customization options "in a future thing", will work on My Stats page next.
Robbie - got more of the statistics APIs done for the graphs, didn't get a lot of work done due to exams but free now, todo check-ins are completed.

<u>Next Time(s):</u>
Meeting - **Friday April 19th at 3:00pm**
Goal - Development completion deadline. Is the site done? Is there anything left to do before the presentation on Tuesday? Who will be doing what for the presentation? We should schedule another meeting before Tuesday to run through the presentation.
Meeting - **Monday April 22nd at 3:00pm**
Goal - Practice running through the final presentation, make any final changes to the presentation slides and planned outline.
Meeting - **Tuesday April 23rd at 2:00-2:45pm**
Goal - Final presentation with Brendan and Professor Ezzati-Jivan. See course outline slides for goals and requirements of this meeting.