

SafeQR Project – Sprint Meeting Minutes

Project: SafeQR – Secure QR Code Scanner

Team Members:

- **Zikry Bin Affendi** – Team Leader, Product Owner, Documentation, Supervisor Liaison, Product Backlog Management
 - **Tan Zhi Qin** – Developer, Documentation, Meeting Minutes Tracking
 - **Muhammad Hannan Azman** – Scrum Master, Documentation, Product Website Developer, Scrum Event Facilitation
 - **Wong Xin Yang** – Developer, Documentation, Research & Analysis
 - **Ernest Yeo Jun Long** – Developer, Documentation, Research & Analysis
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Sprint 0

Date Range: 5 Apr – 18 Apr 2025

Meeting Type: Online (introductory), 30–60 min

Meeting: 13 Apr 2025

Time: 0930–1000 hrs

Venue: Webex

Attendees: All team members, Supervisor (Mr Tian)

Agenda & Key Points:

1. Supervisor to release research note regarding project (by Monday following meeting)
2. Integration of SafeQR into business-related or e-commerce website preferred over standalone app
3. Need to plan schedule in line with chosen methodology and be ready to justify choice
4. Midterm assessment will require showing both frontend and backend (50% functionality / stakeholder requirements)
5. Clarify with assessor which additional features are most value-adding
6. Send project proposal within one week of receiving supervisor's notes (**due 21 Apr 2025**)

Decisions Made:

- Follow-up with assessor on extra features before finalising scope
- Proceed with planning project timeline in accordance with methodology

Action Items:

- Await supervisor's research note
- Draft and submit project proposal by deadline

Review & Retrospective Outcomes:

- Clearer understanding of assessment expectations
 - Need to confirm extra features with assessor before development
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Sprint 1

Date Range: 19 Apr – 2 May 2025

Meeting Type: Online, 30–60 min

Meeting: 4 May 2025

Time: 2200–2300 hrs

Venue: Webex

Attendees: All team members

Agenda & Key Points:

1. Team confirmed decision to use Agile methodology
2. Task list for sprints will also serve as progress tracker
3. Switch from Notion to Jira for backlog and sprint tracking
4. Work allocation for Project Requirement submission (**Due 10 May 2025, 2100 hrs**):
 - Background – Ernest
 - Researches – Ernest
 - Objective – Zikry
 - Development Method – Hannan
 - Roles & Responsibility – Zhi Qin
 - Timetable – Hannan & Xin Yang
 - Core Features – Zhi Qin
5. Internal review of Project Requirement set for **9 May 2025, 2000 hrs**

Decisions Made:

- Jira will be primary project management tool
- Agile confirmed as chosen methodology

Action Items:

- Complete assigned sections of Project Requirement by internal review date
- Conduct internal review before submission

Review & Retrospective Outcomes:

- Clear task distribution improved accountability
 - Switching to Jira expected to improve task tracking efficiency
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Sprint 2

Date Range: 3 May – 16 May 2025

Meeting Type: Online

Agenda & Key Points:

- Broke down high-level backlog items into smaller user stories
- Assigned initial development tasks (UI mockups, backend API skeleton)
- Supervisor provided general advice on security considerations

Decisions Made:

- Implement VirusTotal API integration first before AI model
- Design UI for clarity and usability

Action Items:

- Create basic Flutter UI screens
- Set up Flask backend endpoints
- Research additional QR code scanning security features

Review & Retrospective Outcomes:

- UI mockups and backend API structure established
 - Improvement: Better task tracking in Jira needed
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Sprint 3

Date Range: 17 May – 30 May 2025

Meeting Type: Online

Agenda & Key Points:

- Implement placeholder AI logic for URL classification
- Enhance UI responsiveness

Decisions Made:

- Keep AI placeholder for MVP
- Improve scan speed and API response handling

Action Items:

- Integrate webview for secure browsing
- Prepare slides for mid-project presentation

Review & Retrospective Outcomes:

- Placeholder AI integrated successfully
 - Improvement: More testing before reviews
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Sprint 4

Date Range: 31 May – 13 Jun 2025

Meeting Type: Online

Agenda & Key Points:

- Finalise feature set for mid-project prototype
- Conduct internal device testing
- Check Progress of development

Decisions Made:

- Prepare documentation for implemented features

Action Items:

- Complete testing and mid-project report
- Document known issues
- Continue developing and keeping each other updated in the groupchat

Review & Retrospective Outcomes:

- Prototype ready for demonstration
 - Improvement: Keep better issue tracking
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Sprint 5

Date Range: 14 Jun – 27 Jun 2025

Meeting Type: Online & Supervisor Meeting (15 Jun)

Supervisor Feedback (15 Jun):

- Suggested potential features: low-light detection, iOS deployment, QR code quiz, API for other apps, QR generation, advanced scan frequency logging
- Advised prioritising MVP stability before adding extras

Midpoint Prototype Assessment (23 Jun):

- **Assessor Feedback:**
 - Consider value-add features like reporting malicious links to authorities (e.g., ScamShield by Singapore Government)

- Explore marketing strategies; team to proceed with project website as main channel

Decisions Made:

- Prioritise core features first, advanced features maybe in another sprint.
- Scan history implementation to continue
- Add “Report to Authority” feature to potential backlog

Action Items:

- Implement scan history
- Research feasibility of ScamShield reporting integration

Review & Retrospective Outcomes:

- Partial scan history implemented
 - Improvement: Allocate more time for testing before reviews
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Sprint 6

Date Range: 28 Jun – 11 Jul 2025

Meeting Type: Online

Agenda & Key Points:

- Complete scan history
- Backend security enhancements (API key management, logging)

Decisions Made:

- Use environment variables for API keys
- Optimise Flask API responses

Action Items:

- Implement API request logging
- Test security measures

Review & Retrospective Outcomes:

- Backend stability improved
 - Improvement: Increase automated testing coverage
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Sprint 7

Date Range: 12 Jul – 25 Jul 2025

Meeting Type: Online

Agenda & Key Points:

- Finalise MVP features
- Conduct full integration testing

Decisions Made:

- Lock feature set for MVP
- Focus on bug fixing and documentation

Action Items:

- Fix bugs found in integration tests
- Continue documentation work

Review & Retrospective Outcomes:

- Minimal Viable Product (MVP) is stable
 - Potential Improvement: Test on additional devices
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Sprint 8

Date Range: 26 Jul – 8 Aug 2025

Meeting Type: Online

Agenda & Key Points:

- Polish UI and discuss any blockers/bugs if needed.
- Final review of documentation progress

Decisions Made:

- Final sprint to focus on bug fixes and in-person documentation review

Action Items:

- Complete documentation in shared drive
- Conduct final build tests

Review & Retrospective Outcomes:

- App running smoothly, documentation near completion

- Improvement: Start polishing earlier in timeline
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Sprint 9

Date Range: 9 Aug – 22 Aug 2025

Meeting Type: Sprint 9 in-person (final review and confirmation)

Agenda & Key Points:

- Sprint 9: Final bug fixes and testing
- Sprint 10: Ensure all requirements met before submission

Decisions Made:

- Submit final build and documentation after final check
- Prepare for demonstration to supervisor

Action Items:

- Submit final deliverables
- Archive project materials

Review & Retrospective Outcomes:

- Project successfully completed and submitted
- Improvement: Maintain buffer time for unforeseen delays