

# Scrum Meeting Minutes

**Date:** 02 May 2025

**Project:** Freelance Platform – Project Management & Payments

**Attendees:** Khuselo, Doyen, Salimata, Thoriso, Sesihle, Wakhiwe

## Agenda

1. Project Management & Payments Update
2. Tasks & Milestones Functionality
3. Database Issues
4. Applications Package & Job Acceptance Workflow
5. Sprint Retrospective
6. Next Steps
7. In-person Meeting Request

## Discussion Points

### 1. Project Management and Payments

- **Task Completion Flow:** Each freelancer task must be marked as "complete" before milestone completion.
- **Milestones:** These should reflect key progress indicators of the website; each reached milestone should trigger a payment.
- **CSV Export:** Add functionality to export payments data to CSV once payments are made.

### 2. Contracts and Milestones

- There is a database glitch related to conflicting user roles; it requires refresh **and** permissions override (PO).
- Developers to investigate and minimize any recurrence of this glitch.

### 3. Job Applications and Acceptance Workflow

- Implement **accept/reject functionality** for client job postings.
- Create an **applications package** on the client page to display:
  - Number of freelancers who applied

- Status of each application
- Once completed, shift focuses to refining **tasks and milestones**.

## **Sprint Retrospective**

### **Khuselo**

- Grateful for the team's effort.
- Special thanks to D for stepping in.
- Proud of team collaboration and personal contribution.

### **Doyen**

- Encouraged Khuselo to improve consistency.
- **Sign-in functionality** still needs refinement.
- Concerned about absenteeism of two members.
- Encouraged ongoing good work.

### **Salimata**

- Homepage fixes still pending full completion.
- Backlog cleared.
- Apologized for previous lack of cohesion.
- In-person sessions proved **productive and better** than previous sprint.

### **Thoriso**

- Thanked the team for their work.
- Proud of his own and team's contributions.
- Emphasized the importance of **team unity**.

### **Sesihle**

- Could have done code coverage earlier
- Grateful for the team effort

### **Wakky**

- Worked on **client payments** and finalizing **sign-in**.

- Satisfied with own contributions, including freelancer payment logic.
- Not happy with project pace, especially since he handles most task assignments.
- Gave a **shoutout to the team**.

### **Action Items**

- Finalize CSV export on payment encounter.
- Investigate and resolve DB glitches.
- Implement job application tracking and accept/reject flows.
- Revisit and tighten sign-in module.
- Review milestones and task completion dependencies.

### **Next Steps**

- Team to **meet in person** to align on pending tasks and resolve blockers.
- Schedule a follow-up sprint planning session.