**Meeting Minutes Sprint 3 Meeting 7**

**FC-soen341projectW2024**  
**Date:** March 21, 2024  
**Duration:** 30 min  
**Meeting Mode:** Online

**Members Present:**

* Atai
* Michael Shokralla
* Mamadou
* Idris
* Lina Taalba
* Shanvin Luo

**Online 9PM**

**Meeting Agenda**

* Preparing for the Sprint 3 Demo

**Discussion Points**

* Discussion on the preparation of demo materials and scenarios:

The team engaged in a thorough discussion regarding the content and structure of the demo. Michael initiated the conversation by proposing a breakdown of key features to showcase, emphasizing user stories that demonstrate the project's progress and functionality. Each member contributed insights on potential scenarios, ensuring a comprehensive coverage of the system's capabilities.

* Assignment of roles for the presentation to the TA:

Lina took the lead in organizing the roles for the demo presentation to the TA. After assessing individual strengths and expertise, roles were assigned accordingly. Atai volunteered to be the primary presenter, supported by Mamadou and Shanvin for technical demonstrations and Idris for addressing questions or concerns raised by the TA.

* Review possible TA questions:

In anticipation of the TA's inquiries during the demo, the team conducted a brief review of potential questions that might arise.

**Next Steps:**

* Finalize demo preparation and ensure all features are demo-ready:

With roles assigned and demo scenarios outlined, the team agreed to dedicate the necessary time to finalize the preparation of demo materials. Each member committed to ensuring that their respective features were thoroughly tested and ready for demonstration, minimizing the risk of technical glitches during the presentation.

* Conduct a dry run of the demo presentation:

To refine the delivery and ensure smooth coordination among presenters, the team scheduled a dry run of the demo presentation. This rehearsal would provide an opportunity to iron out any issues with timing, transitions, or content flow, thereby enhancing the overall effectiveness of the demonstration.

* Compile a detailed log of each team member's contributions for submission:

Atai reminded the team not to forget to fill out their activities in the activity log folder.

**Adjourned at 9:30pm**