**Meeting Minutes Sprint 3 Meeting 8**

**FC-soen341projectW2024**  
**Date:** March 22, 2024  
**Duration:** 30 min  
**Meeting Mode:** in person

**Members Present:**

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

**in person 3 PM**

**Meeting Agenda**

* Demo Dry Run & Final Adjustments

**Discussion Points**

* Conducted a full dry run of the demo presentation for the TA:

The team commenced the meeting by executing a comprehensive dry run of the demo presentation intended for the TA. Atai assumed the role of the primary presenter, guiding the team through the designated scenarios and feature demonstrations. Each member contributed to the rehearsal, ensuring smooth transitions and accurate portrayal of system functionalities.

* Identified areas for improvement in the presentation flow and feature showcasing:

Michael led the discussion on refining the narrative structure to enhance clarity and coherence. Additionally, Mamadou and Shanvin provided valuable insights on optimizing feature showcasing to emphasize key functionalities and user benefits effectively.

**Next Steps:**

* Implement final adjustments based on the dry run feedback:

Building upon the insights gained from the dry run, the team resolved to implement final adjustments to the demo presentation. Atai delegated specific tasks to members, focusing on addressing identified areas for improvement and ensuring alignment with the project objectives. The team emphasized the importance of agility and responsiveness in incorporating feedback to deliver a polished and impactful demonstration.

* Ensure all documentation is up-to-date and ready for submission for Monday:

As the sprint approached its conclusion, Lina underscored the significance of ensuring all documentation was up-to-date and prepared for submission. Each member pledged to review their respective contributions, verifying accuracy and completeness. Mamadou volunteered to oversee the compilation of the final documentation package, ensuring compliance with project requirements and deadlines.

**Adjourned at 3:30 pm**