**Meeting Minutes Sprint 3 Meeting 9**

**FC-soen341projectW2024**  
**Date:** March 23, 2024  
**Duration:** 2 hours  
**Meeting Mode:** Online

**Members Present:**

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

**Online 9PM**

**Meeting Agenda**

* Final Review before the TA Demo

**Discussion Points**

* Shanvin and Mamadou showcased the finalized Check-in Process interface:

The meeting began with Shanvin and Mamadou presenting the finalized design and functionality of the Check-in Process interface. They provided a walkthrough of the interface, highlighting key improvements and addressing any remaining concerns or feedback from the team. Atai commended their efforts and emphasized the importance of consistency and user-friendliness across all system features.

* Last-minute check of all features to ensure full functionality:

Atai led the examination, initiating tests and simulations to validate the integrity of each feature. Any minor issues or discrepancies identified were promptly addressed, reaffirming the team's commitment to delivering a high-quality product.

**Next Steps:**

* Working on planning our personalized features, planning for the next sprint:

In preparation for the upcoming sprint, the team resolved to focus on planning personalized features tailored to individual user preferences. Atai encouraged proactive engagement from each member in brainstorming innovative features that add value and differentiation to the project.

* Double-check all project documentation for completeness and accuracy:

Idris proposed conducting a thorough review of all project documentation to ensure completeness and accuracy. Each team member pledged to double-check their contributions, including code documentation, user manuals, and design specifications. This meticulous review aimed to uphold professional standards and facilitate a seamless evaluation process.

* Filming video with all of our features:

Lina and Idris volunteered to lead the video production efforts, coordinating with team members to capture and edit relevant footage.

* Checking other people’s codes and commenting on commits:

The team committed to reviewing each other's code commits, providing comments, suggestions, and acknowledgments for improvements or contributions.

**Adjourned at 11pm**