

SOEN 331 - Anything - Sprint 4 Meeting Minutes #1

Date: November 25, 2024

Location: Online via Discord

Type: Regular Meeting

Minute Taker: Han Lee, Frankies

Start Time: 10:05 PM

End Time: 1:20 AM

Absentees: N/A

Meeting Agenda

- Go over Sprint 4 requirements.
- Assign tasks to team members.
- Discuss deadlines and deliverables.

Key Discussion Points

1. Project Tasks and Deadlines

- Tasks were reviewed, and deadlines were set for each deliverable.
- Prioritization of Sprint 4 deliverables.

2. Task Assignments

- Individual Contributions of the Project:
 - Amro, Everyone (Part 3)

Due: **Dec 1st**

- Project Report:
 - SeyedParsa & Parsa

SeyedParsa drafts; Parsa refines and finalizes.

Due: **Dec 1st**

- Peer Assessment (done individually):
 - Everyone

Due: **Nov 30th**

- Presentation PowerPoint:
 - Parsa, Han, & SeyedParsa

SeyedParsa focuses on content; Han ensures design and aesthetics.

Due: **Thursday**

- Unit Testing for Sprint 4:
 - Frankies & Ferron

Frankies drafts initial tests; Ferron reviews and enhances.

Due: **Thursday**

- Acceptance Tests:
 - Amro

Amro handles testing; the team provides feedback as needed.

Due: **Thursday**

3. **Progress and Challenges**

- Discussed strategies for completing tasks efficiently.
- Identified potential challenges, especially in testing phases.

4. **Next Meeting Confirmation**

- Set a follow-up meeting to review progress and prepare for final submissions.

TODO Items Until Next Meeting

- Complete individual contributions (Everyone).
- Finish Peer Assessments (Everyone).
- Prepare the presentation PowerPoint (Parsa, Han, SeyedParsa).
- Execute and finalize unit and acceptance tests (Frankies, Ferron, Amro).