



TEAM MEETINGS & FORMAL CORRESPONDENCE

Minutes of all Meetings Held by Development Team

Contents

About	2
Sprint 1 Meetings	3
Meeting 1: Sprint Planning.....	3
Meeting 2: Daily Scrum	5
Meeting 3: Daily Scrum	7
Meeting 4: Daily Scrum	8
Sprint 2 Meetings	9
Meeting 1: Sprint Planning.....	9
Meeting 2: Daily Scrum	11
Meeting 3: Daily Scrum	13
Meeting 4: Daily Scrum	14
Meeting 5: Daily Scrum	15
Sprint 3 Meetings	16
Meeting 1: Sprint Planning.....	16
Meeting 2: Sprint Planning (Continued) [Internal]	18
Meeting 3: Daily Scrum	19
Meeting 4: Daily Scrum (Progress Check with client)	21
Meeting 5: Daily Scrum	22
Sprint 4 Meetings	23
Meeting 1: Sprint Planning.....	23
Meeting 2: Sprint Planning (Continued) [Internal]	25
Meeting 3: Daily Scrum	26
Meeting 4: Daily Scrum	27
Meeting 5: Daily Scrum (Progress Check with client)	28

About

This document constitutes an official record of correspondence from the development team assigned to the project. It provides comprehensive documentation of the most important or progressive Scrum meetings conducted by the team, presented in the form of detailed minutes. Additionally, any communications from the client that were conveyed to the team during these meetings are included herein, ensuring a complete and transparent account of project-related interactions and decisions. It is important to note that the records entailed in this document are not exhaustive of the team meetings throughout the span of the project.

Sprint 1 Meetings

A total of **four** meetings have been noted within the duration of the first sprint. Below are the minutes of the individual meetings.

Meeting 1: Sprint Planning

Date: Monday, 7 April 2025

Time: 14:30 – 15:15

Location: TW Kambule Mathematical Science Laboratories, Wits University

Attendees:

- Refiloe Mopeloa – Client
- Samuel Amoah
- Tshiamo Madikgetla
- Odirile Mthimunye
- Lesedi Seganoe
- Monare Selahle
- Ndivho Shilling

Agenda:

1. Define the technical requirements for the project.
2. Find out the nature and extent of client meetings in future sprints.
3. Define the goals of the current sprint.
4. Understand what to do to achieve maximum mark allocations.

Meeting Notes:

1. Call to Order

The meeting was called to order by Refiloe at 14:40.

2. Technical Requirements

The team was informed that they may use a technology stack of their choice, provided that they are able to justify their choice.

The MERN stack was recommended. The team decided to look into it and decide thereafter.

3. Client Meetings

Refiloe recommended at least one meeting with the team outside of sprint assessments. The team was informed that meetings may take place in person during the allotted lab time on Mondays, or on Discord during any other time of the week provided that Refiloe was informed well in advance.

A notice period of three days was set by Refiloe for meetings outside of sprint assessments.

4. Implementation for Sprint 1

The client requested that the following items are complete at the end of the sprint:

- GitHub repository

- Hosting tool for static web application (Microsoft Azure), link to GitHub repository using pipelines
- Testing library (Jest and React testing library recommended)
- Prototypes for four user stories
- User Acceptance Tests for each user story in the correct format
- Task tracking tool

5. User Stories

The team was granted freedom to create four user stories from the following:

- Researcher login
- Reviewer login
- Admin login
- Researcher – create project listing
- Researcher – define requirements
- Researcher – invite collaborators
- Sending/reading messages
- Sharing documents
- Tracking milestones
- Tracking grants
- Tracking spending
- Tracking funding requirements

6. Other Key Points

- The team appointed Lesedi as the Scrum master for the project. Communication with the client is said to be done primarily by him.
- At least one meeting per sprint needs to be recorded.
- Documentation for the project may be pushed to the project's repository.
- Urgent code assistance may be done with the client during meetings
- Project files must be pushed well in advance to ensure smooth functionality during assessment
- The team must be able to justify where requirements have not been met (as expected).
- JWTs must be used for token encryption.
- Keys must not be published on GitHub.

7. Action Items

The team decided to meet again later in the week to discuss the way forward after receiving the requirements.

8. Date of Next Meeting

To be decided at a later date, due to immediate time constraints.

9. Adjournment

The meeting was adjourned at 15:10.

Meeting 2: Daily Scrum

Date: Wednesday, 9 April 2025

Time: 20:00 – 21:00

Location: Discord

Attendees:

- Samuel Amoah
- Tshiamo Madikgetla
- Odirile Mthimunye
- Lesedi Seganoe
- Monare Selahle
- Ndivho Shilling

Agenda:

1. Understand sprint requirements.
2. Decide what tasks can be formulated from information gathered.
3. Delegate tasks to team.

Meeting Notes:

1. Call to Order

The meeting was called to order by Monare at 20:10.

2. Rubric Review

The team reviewed the sprint rubric to understand what needs to be done.

3. Previous Meeting

The team reviewed Lesedi's notes from the previous meeting, where main points mentioned by the client were highlighted.

4. User Stories

The team reviewed the list of features to make user stories out of, and decided to prototype the following four for Sprint 1:

- "As a researcher, I should be able to log in to have access to the system."
- "As a researcher, I should be able to define requirements to have an idea of what is needed."
- "As a researcher, I should be able to track milestones to see progress on projects."
- "As a researcher, I should be able to track spending to see how much money has been used."

5. Delegation

The team collaboratively decided to split the required tasks, with each member volunteering elements they feel they may be comfortable doing.

6. Action Items

Generated tasks were split as follows:

- Lesedi: Complete minutes for elapsed and upcoming meetings before deadline. Compile all necessary documentation and check that setup processes have been completed accurately.
- Monare: Implement prototypes for the selected user stories, as well as landing page.
- Ndivho: Define User Acceptance Tests for the selected user stories. Decide what testing library to use, and complete relevant setup processes.
- Odirile: Implement HTML/CSS version of landing page once completed by Monare.
- Samuel: Investigate usefulness of the MERN tech stack, and provide reasons why our system should be created using it.
- Tshiamo: Complete setting up GitHub repository, Microsoft Azure and all relevant CI/CD pipelines, and Jira.

7. Date of Next Meeting

- Friday, 11 April 2025, 13:15 (GMT+2)

8. Adjournment

The meeting was adjourned at 21:00.

Meeting 3: Daily Scrum

Date: Friday, 11 April 2025

Time: 13:30 – 14:00

Location: First National Bank Building, Wits University

Note: This meeting was recorded. An audio recording is accessible [here](#).

Attendees:

- Samuel Amoah
- Tshiamo Madikgetla
- Odirile Mthimunye
- Lesedi Seganoe
- Monare Selahle
- Ndivho Shilling

Agenda:

1. Assess team progress on previous tasks.
2. Discuss challenges in workflow, and possibility of adjusting remaining workload.

Meeting Notes:

1. Call to Order

The meeting was called to order by Lesedi at 13:35.

2. Team Progress

Each member of the team mentioned what he/she has been up to, and the status of his/her assigned task. All members of the team were still preoccupied with the task provided in the previous meeting. However, progress was up to par.

3. Work Reassignment/Adjustment

Lesedi volunteered to handle issue tracking on behalf of Tshiamo, as well as overseeing the accuracy of the setup on Jira.

4. Action Items

All team members to complete assigned tasks in time for assessment. A tentative deadline has been set to Sunday, 13 April 2025.

5. Date of Next Meeting

The next meeting has been scheduled for Saturday, 12 April 2025. The time will be communicated later on.

6. Adjournment

The meeting was adjourned at 13:45.

Meeting 4: Daily Scrum

Date: Saturday, 12 April 2025

Time: 20:00 – 20:15

Location: Discord ([Meeting Attendance](#))

Attendees:

- Samuel Amoah
- Tshiamo Madikgetla
- Odirile Mthimunye
- Lesedi Seganoe
- Ndivho Shilling

Agenda:

1. Assess team progress on previous tasks.
2. Discuss challenges in workflow, and possibility of adjusting remaining workload.

Meeting Notes:

1. Call to Order

The meeting was called to order by Odirile at 20:05.

2. Apologies

Samuel explained to the team why Monare would not be able to attend the meeting. Any updates within the meeting would be communicated with him via WhatsApp.

3. Team Progress

Each member of the team mentioned what he/she has been up to, and the status of his/her assigned task. All members of the team were still preoccupied with the task provided in the previous meeting. However, progress was up to par.

4. Action Items

All team members to complete assigned tasks in time for assessment. A tentative deadline has been set to the night of Sunday, 13 April 2025.

5. Date of Next Meeting

Yet to be decided pending Sprint Review on Monday, 14 April 2025.

6. Adjournment

The meeting was adjourned at 20:15.

Sprint 2 Meetings

A total of **five** meetings have been noted within the duration of the second sprint. Below are the minutes of the individual meetings.

Meeting 1: Sprint Planning

Date: Monday, 14 April 2025

Time: 15:45 – 16:00

Location: TW Kambule Mathematical Science Laboratories, Wits University

Note: This meeting was recorded. An audio recording is accessible [here](#).

Attendees:

- Refiloe Mopeloa – Client
- Samuel Amoah
- Tshiamo Madikgetla
- Odirile Mthimunye
- Lesedi Seganoe
- Monare Selahle
- Ndivho Shilling

Agenda:

1. Obtain feedback from previous sprint, including backlog refinement.
2. Define the goals of the current sprint.
3. Understand what to do to achieve maximum mark allocations.

Meeting Notes:

1. Call to Order

The meeting was called to order by Refiloe at 15:45.

2. Marking for Current Sprint

Details relating to the assessment of the current sprint will be communicated to the team at a later date.

3. Requirements for Sprint 2

The following items were requested to be completed within the duration of the sprint:

- Five UML diagrams of the team's choice – one diagram representing each of the 4+1 architectural views.
- The implementation and deployment of the previously prototyped user stories, along with **six** additional user stories of the team's choice.
- CI/CD pipeline issues and testing tool issues to be fixed.
- A code coverage of 50%, with justifiable reasoning for anything significantly less.
- A sensible UX with appropriate messages displayed to the user.

4. Action Items

- Ndivho to finish the setup for Jest.

- Tshiamo to fix Azure deployment issues.
- The entire team to meet again to discuss the allocation and distribution of tasks for the current sprint.

5. Date of Next Meeting

- Tuesday 15 April 2025, 20:00 (GMT+2).

6. Adjournment

The meeting was adjourned at 15:55.

Meeting 2: Daily Scrum

Date: Tuesday, 15 April 2025

Time: 20:00 – 21:00

Location: Discord

Attendees:

- Samuel Amoah
- Tshiamo Madikgetla
- Odirile Mthimunye
- Lesedi Seganoe
- Monare Selahle

Agenda:

1. Understand sprint requirements.
2. Decide what tasks can be formulated from information gathered.
3. Delegate tasks to team.

Meeting Notes:

1. Call to Order

The meeting was called to order by Odirile at 20:15.

2. Rubric Review

The team reviewed the sprint rubric to understand what needs to be done.

3. Previous Issues

Issues around deployment and code coverage tool integration were addressed and fixed.

4. User Stories

The team reviewed the list of user stories, and, in addition to the four prototyped in the previous sprint, decided to implement the following six for Sprint 2:

- As a reviewer, I should be able to log in so that I can have access to the system.
- As a researcher, I should be able to create project listings so that I can show active research that's open for collaboration.
- As a researcher, I should be able to share documents so that they can participate in active projects.
- As a researcher, I should be able to share documents so that collaborators can have access to them.
- As a researcher, I should be able to track grants so that I can see what funds are available for use.
- As a researcher, I should be able to track funding requirements so that I can ensure that a given project has enough funding to sustain it till completion.

5. Delegation

The team collaboratively decided to split the required tasks, with each member volunteering elements they feel they may be comfortable doing.

6. Action Items

Generated tasks were split as follows:

- Lesedi: Complete minutes for elapsed and upcoming meetings before deadline. Compile all necessary documentation. Create State Diagram and Use Case Diagram for the system-to-be. Implement one given user story.
- Monare: Implement four given user stories. Create Activity Diagram.
- Ndivho: Define User Acceptance Tests for the selected user stories. Create unit tests for system-to-be.
- Odirile: Create home page for system-to-be. Create Component Diagram. Implement one given user story.
- Samuel: Complete MERN tech stack research. Set up the database and prepare it for use within the system-to-be.
- Tshiamo: Create Deployment Diagram. Implement one given user story. Oversee deployment process to ensure there are no errors.

7. Date of Next Meeting

- Thursday 17 April 2025, time to be confirmed.

8. Adjournment

The meeting was adjourned at 21:05.

Meeting 3: Daily Scrum

Date: Thursday, 17 April 2025

Time: 18:00 – 19:00

Location: Discord

Attendees:

- Samuel Amoah
- Tshiamo Madikgetla
- Odirile Mthimunye
- Lesedi Seganoe
- Monare Selahle
- Ndivho Shilling

Agenda:

1. Assess team progress on previous tasks.
2. Discuss challenges in workflow, and possibility of adjusting remaining workload.

Meeting Notes:

1. Call to Order

The meeting was called to order by Monare at 18:05.

2. Team Progress

Each member of the team mentioned what he/she has been up to, and the status of his/her assigned task. All members of the team were still preoccupied with the task provided in the previous meeting. However, progress was up to par.

3. Action Items

All team members to complete assigned tasks in time for assessment.

4. Date of Next Meeting

Details were unconfirmed at the end of the meeting.

5. Adjournment

The meeting was adjourned at 18:45.

Meeting 4: Daily Scrum

Date: Tuesday, 22 April 2025

Time: 15:30 – 16:00

Location: TW Kambule Mathematical Science Laboratories, Wits University

Attendees:

- Samuel Amoah
- Odirile Mthimunye
- Lesedi Seganoe
- Monare Selahle
- Ndivho Shilling

Agenda:

1. Assess team progress on previous tasks.
2. Discuss challenges in workflow, and possibility of adjusting remaining workload.

Meeting Notes:

1. Call to Order

The meeting was called to order by Ndivho at 15:30.

2. Team Progress

Each member of the team mentioned what he/she has been up to, and the status of his/her assigned task. All members of the team were still preoccupied with the task provided in the previous meeting. However, progress was up to par.

3. Issues Raised

Ndivho requested the creator of the login user story and the database to collaborate with him. Reasons were specified and deemed valid.

4. Action Items

- Monare & Samuel: Work with Ndivho on setting up tests and aiding where necessary.
- No new action items were generated in this meeting. Team members are still working on work previously assigned.

5. Date of Next Meeting

- Wednesday, 23 April 2025, 20:00 (GMT+2)

6. Adjournment

The meeting was adjourned at 15:50.

Meeting 5: Daily Scrum

Date: Wednesday, 23 April 2025

Time: 20:00 – 21:00

Location: Discord ([Meeting Attendance](#))

Attendees:

- Samuel Amoah
- Tshiamo Madikgetla
- Odirile Mthimunye
- Lesedi Seganoe
- Monare Selahle
- Ndivho Shilling

Agenda:

1. Assess team progress on previous tasks.
2. Discuss challenges in workflow, and possibility of adjusting remaining workload.
3. Ensure task completion and address any issues.

Meeting Notes:

1. Call to Order

The meeting was called to order by Lesedi at 20:05.

2. Team Progress

Each member of the team mentioned what he/she has been up to, and the status of his/her assigned task. All members of the team were either done, or on track to completion with the tasks provided for the sprint. Progress was up to par, and the team was confident in their readiness for assessment.

3. Action Items

Lesedi: Complete assigned UML diagrams, complete documentation compilation (including recording minutes for current meeting).

4. Date of Next Meeting

Thursday 24 April 2025, 14:00 (GMT+2)

- Next meeting is the Sprint Review.

5. Adjournment

The meeting was adjourned at 20:55.

Sprint 3 Meetings

A total of **five** meetings have been noted within the duration of the third sprint. Below are the minutes of the individual meetings.

Meeting 1: Sprint Planning

Date: Thursday, 24 April 2025

Time: 14:15 – 14:45

Location: TW Kambule Mathematical Science Laboratories, Wits University

Note: The briefing portion of this meeting was recorded. An audio recording is accessible [here](#).

Attendees:

- Refiloe Mopeloa – Client
- Samuel Amoah
- Tshiamo Madikgetla
- Odirile Mthimunye
- Lesedi Seganoe
- Monare Selahle
- Ndivho Shilling

Agenda:

1. Obtain feedback from previous sprint, including backlog refinement.
2. Define the goals of the current sprint.
3. Understand what to do to achieve maximum mark allocations.

Meeting Notes:

1. Call to Order

The meeting was called to order by Refiloe at 14:25.

2. Requirements for Sprint 3

The following items were requested to be completed within the duration of the sprint:

- All of the UML diagrams given to the team, representing all of the 4+1 architectural views.
- Removal of all stubs from current implementation.
- The implementation and deployment of as many user stories as possible, to obtain the Minimum Viable Product.
- Testing file issues to be fixed.
- A code coverage of 60%, with justifiable reasoning for anything significantly less.
- Front-end testing recommended to ensure efficient system functionality.

3. Action Items

- Ndivho to fix issues with the testing file and code coverage percentage.
- The entire team to regroup to discuss the allocation and distribution of tasks for the current sprint.

4. Date of Next Meeting

- To be confirmed at a later date.

5. Adjournment

The meeting was adjourned at 14:45.

Meeting 2: Sprint Planning (Continued) [Internal]

Date: Sunday, 27 April 2025

Time: 14:00 – 15:00

Location: Discord ([Meeting Attendance](#))

Attendees:

- Samuel Amoah
- Tshiamo Madikgetla
- Odirile Mthimunye
- Lesedi Seganoe
- Monare Selahle
- Ndivho Shilling

Agenda:

1. Understand sprint requirements.
2. Decide what tasks can be formulated from information gathered.
3. Delegate tasks to team.

Meeting Notes:

1. Call to Order

The meeting was called to order by Samuel at 14:10.

2. Rubric Review

The team reviewed the sprint rubric to understand what needs to be done.

3. User Stories

The team discussed the remaining user requirements for the system and generated a list of items/tasks to be converted into user stories.

4. Delegation

The team collectively decided to split the required tasks in the next meeting, owing to other academic commitments coming up for majority of the group.

5. Action Items

Lesedi to convert the generated tasks into user stories before next meeting.

6. Date of Next Meeting

- Within 2-3 days, exact details to be confirmed at a later date.

7. Adjournment

The meeting was adjourned at 15:05.

Meeting 3: Daily Scrum

Date: Wednesday, 30 April 2025

Time: 20:00 – 21:00

Location: Discord ([Meeting Attendance](#))

Attendees:

- Samuel Amoah
- Tshiamo Madikgetla
- Odirile Mthimunye
- Lesedi Seganoe
- Monare Selahle
- Ndivho Shilling

Agenda:

1. Delegate tasks to team.

Meeting Notes:

1. Call to Order

The meeting was called to order by Monare at 20:10.

2. User Stories

Eleven user stories were generated by Lesedi from the tasks previously agreed upon. These were availed to the team earlier in the morning for review.

3. UML Diagrams

The team decided to stick to the seven diagrams listed in the provided notes. The Deployment diagram is complete, the Use Case, Activity, State and Component diagrams need to be updated to incorporate Sprint 3 functionality, and Sequence and Class diagrams need to be created.

4. Action Items

- Lesedi: Prepare minutes of elapsed and upcoming meetings. Compile all necessary documentation. Update Use Case Diagram and State Diagram. Assist with messaging implementation.
- Monare: Update Activity Diagram. Implement various allocated features and functionality from user story list.
- Ndivho: Create User Acceptance Tests for generated user stories. Create unit tests for 60% code coverage. Create Sequence diagram for system. Fix existing issues with testing file. Assist with dashboard reports.
- Odirile: Update Component diagram. Implement messaging feature for system.
- Samuel: Implement document storage in database. Remove stubs from entire system. Assist with dashboard reports. Create Class Diagram for system.
- Tshiamo: Implement collaboration invitation and dashboard report exporting.

5. Date of Next Meeting

- Thursday, 01 May 2025, 13:00 (GMT+2).

6. Adjournment

The meeting was adjourned at 20:55.

Meeting 4: Daily Scrum (Progress Check with client)

Date: Thursday, 01 May 2025

Time: 13:00 – 13:45

Location: Discord ([Meeting Attendance](#))

Attendees:

- Refiloe Mopeloa – Client
- Samuel Amoah
- Tshiamo Madikgetla
- Odirile Mthimunye
- Lesedi Seganoe
- Monare Selahle
- Ndivho Shilling

Agenda:

1. Assess team progress on previous tasks.
2. Discuss challenges in workflow, and possibility of adjusting remaining workload.

Meeting Notes:

1. Call to Order

The meeting was called to order by Refiloe at 13:05.

2. Team Progress

Refiloe requested to see what has been done thus far, and members of the team who had produced noteworthy deliverables presented them individually.

3. Issues Raised

Tshiamo asked about various ways to implement collaborator invitation, the final decision was left to the discretion of the development team.

4. Action Items

All team members to continue with provided tasks to be presented on Monday.

5. Date of Next Meeting

Not specified during this meeting, to be confirmed at a later stage.

6. Adjournment

The meeting was adjourned at 13:35.

Meeting 5: Daily Scrum

Date: Saturday, 03 May 2025

Time: 20:00 – 20:30

Location: Discord ([Meeting Attendance](#))

Attendees:

- Samuel Amoah
- Tshiamo Madikgetla
- Odirile Mthimunye
- Lesedi Seganoe
- Monare Selahle
- Ndivho Shilling

Agenda:

1. Assess team progress on previous tasks.
2. Discuss challenges in workflow, and possibility of adjusting remaining workload.
3. Ensure task completion and address any issues.

Meeting Notes:

1. Call to Order

The meeting was called to order by Lesedi at 20:05.

2. Team Progress

Each member of the team mentioned what he/she has been up to, and the status of his/her assigned task. All members of the team were busy with the tasks provided for the sprint. A reasonable amount of progress was made.

3. Action Items

All members of the team to be done with assigned tasks by the Sprint Review deadline.

4. Date of Next Meeting

Monday, 05 May 2025, 14:15 (GMT+2)

- Next meeting is the Sprint Planning for Sprint 4.

5. Adjournment

The meeting was adjourned at 20:30.

Sprint 4 Meetings

A total of **five** meetings have been noted within the duration of the fourth sprint. Below are the minutes of the individual meetings.

Meeting 1: Sprint Planning

Date: Monday, 05 May 2025

Time: 17:00 – 18:00

Location: TW Kambule Mathematical Science Laboratories, Wits University

Note: This meeting was recorded. An audio recording is accessible [here](#).

Attendees:

- Refiloe Mopeloa – Client
- Samuel Amoah
- Tshiamo Madikgetla
- Odirile Mthimunye
- Lesedi Seganoe
- Monare Selahle
- Ndivho Shilling

Agenda:

1. Obtain feedback from previous sprint, including backlog refinement.
2. Define the goals of the current sprint.
3. Understand what to do to achieve maximum mark allocations.

Meeting Notes:

1. Call to Order

The meeting was called to order by Refiloe at 17:10.

2. Apologies

Refiloe apologised for the delay in the meetings, as a different tutor was unable to make it to the marking, leaving him with more groups to mark.

3. Issues Raised

Several issues were raised with the progress of the system, including but not limited to – failure to deploy, testing related issues, feature dysfunctionality, non-function requirement related issues, responsiveness of the system etc. Refiloe emphasized that there was a need for drastic improvement on these issues.

4. Requirements for Sprint 4

The following items were requested to be completed within the duration of the sprint:

- All of the issues named to be fixed.
- The site **must** be deployed and functional.
- Full feature functionality as per the project brief.

- A code coverage of at least 80%, with justifiable reasoning for anything significantly less.
- Front-end testing recommended to ensure efficient system functionality.
- Reviews and comments from four external users on the functionality and usability of the system.

5. Action Items

- Tshiamo to work on deployment issues and fix them.
- Ndivho to figure out how to enlist the rest of the team in testing.
- The entire team to regroup to discuss the way forward in the current sprint.

6. Date of Next Meeting

- Tuesday, 06 May 2025, 20:00 (GMT+2).

7. Adjournment

The meeting was adjourned at 18:05.

Meeting 2: Sprint Planning (Continued) [Internal]

Date: Tuesday, 06 May 2025

Time: 20:00 – 21:00

Location: Discord

Attendees:

- Samuel Amoah
- Tshiamo Madikgetla
- Odirile Mthimunye
- Lesedi Seganoe
- Monare Selahle
- Ndivho Shilling

Agenda:

1. Understand current issues.
2. Decide how to fix current issues.
3. Delegate tasks to team.

Meeting Notes:

1. Call to Order

The meeting was called to order by Lesedi at 20:05.

2. Deployment

Tshiamo informed the team that she was able to fix the issues surrounding deployment successfully.

3. Testing

Ndivho informed the team that the code, in its current status, was extremely difficult to test. He highlighted the need for more modular, structured code in order to simplify the testing process.

4. Action Items

Ndivho to meet with Monare, Samuel and Odirile tomorrow to fix the structure of the code and make it more testable.

5. Date of Next Meeting

To be confirmed at a later date.

6. Adjournment

The meeting was adjourned at 20:40.

Meeting 3: Daily Scrum

Date: Saturday, 10 May 2025

Time: 15:00 – 15:30

Location: Discord

Attendees:

- Samuel Amoah
- Tshiamo Madikgetla
- Lesedi Seganoe
- Monare Selahle
- Ndivho Shilling

Agenda:

1. Investigate progress from previous session.
2. Plan way forward.
3. Delegate tasks to team.

Meeting Notes:

1. Call to Order

The meeting was called to order by Lesedi at 15:10.

2. Progress Check

Monare informed the team that the structure of the code was changed successfully. The code is easier to test, and Ndivho shall provide updates in due time.

3. Action Items

- Lesedi: Prepare minutes of elapsed and upcoming meetings. Compile all necessary documentation. Update Use Case Diagram and State Diagram. Assist with reporting implementation.
- Monare: Make small changes (fixes) within the system. Update Activity Diagram if necessary. Enhance UX of the system.
- Ndivho: Create unit tests for 80% code coverage.
- Odirile: Fix Component diagram layout. Enhance CSS of system.
- Samuel: Fix noted mistakes in Class Diagram. Enhance UX of system. Complete implementation of messaging feature.
- Tshiamo: Implement fixed dashboard reports. Implement report exporting to .csv and .pdf.

4. Date of Next Meeting

To be determined at a later date.

5. Adjournment

The meeting was adjourned at 15:30.

Meeting 4: Daily Scrum

Date: Tuesday, 13 May 2025

Time: 20:00 – 20:20

Location: Discord ([Meeting Attendance](#))

Attendees:

- Samuel Amoah
- Tshiamo Madikgetla
- Odirile Mthimunye
- Lesedi Seganoe
- Monare Selahle

Agenda:

1. Assess team progress on previous tasks.
2. Discuss challenges in workflow, and possibility of adjusting remaining workload.

Meeting Notes:

1. Call to Order

The meeting was called to order by Monare at 20:10.

2. Team Progress

The team explained what they had each been up to since the last meeting.

3. Issues Raised

Ndivho had requested for this meeting. However, due to unforeseen circumstances, he could not make it to the meeting. There were therefore no issues to discuss.

4. Action Items

All team members to continue with provided tasks.

5. Date of Next Meeting

Not specified during this meeting, to be confirmed at a later stage.

6. Adjournment

The meeting was adjourned at 20:20.

Meeting 5: Daily Scrum (Progress Check with client)

Date: Saturday, 17 May 2025

Time: 16:00 – 17:00

Location: Discord

Attendees:

- Refiloe Mopeloa – Client
- Samuel Amoah
- Tshiamo Madikgetla
- Odirile Mthimunya
- Lesedi Seganoe
- Monare Selahle
- Ndivho Shilling

Agenda:

1. Assess team progress on previous tasks.
2. Discuss challenges in workflow, and possibility of adjusting remaining workload.
3. Ensure task completion and address any issues.

Meeting Notes:

1. Call to Order

The meeting was called to order by Refiloe at 16:00.

2. Team Progress

Refiloe requested to see what has been done thus far, and members of the team who had produced noteworthy deliverables presented them individually.

3. Action Items

All members of the team to be done with assigned tasks by the Sprint Review deadline.

4. Date of Next Meeting

Monday, 19 May 2025, 14:15 (GMT+2)

- Next meeting is the Sprint Review.

5. Adjournment

The meeting was adjourned at 16:40.