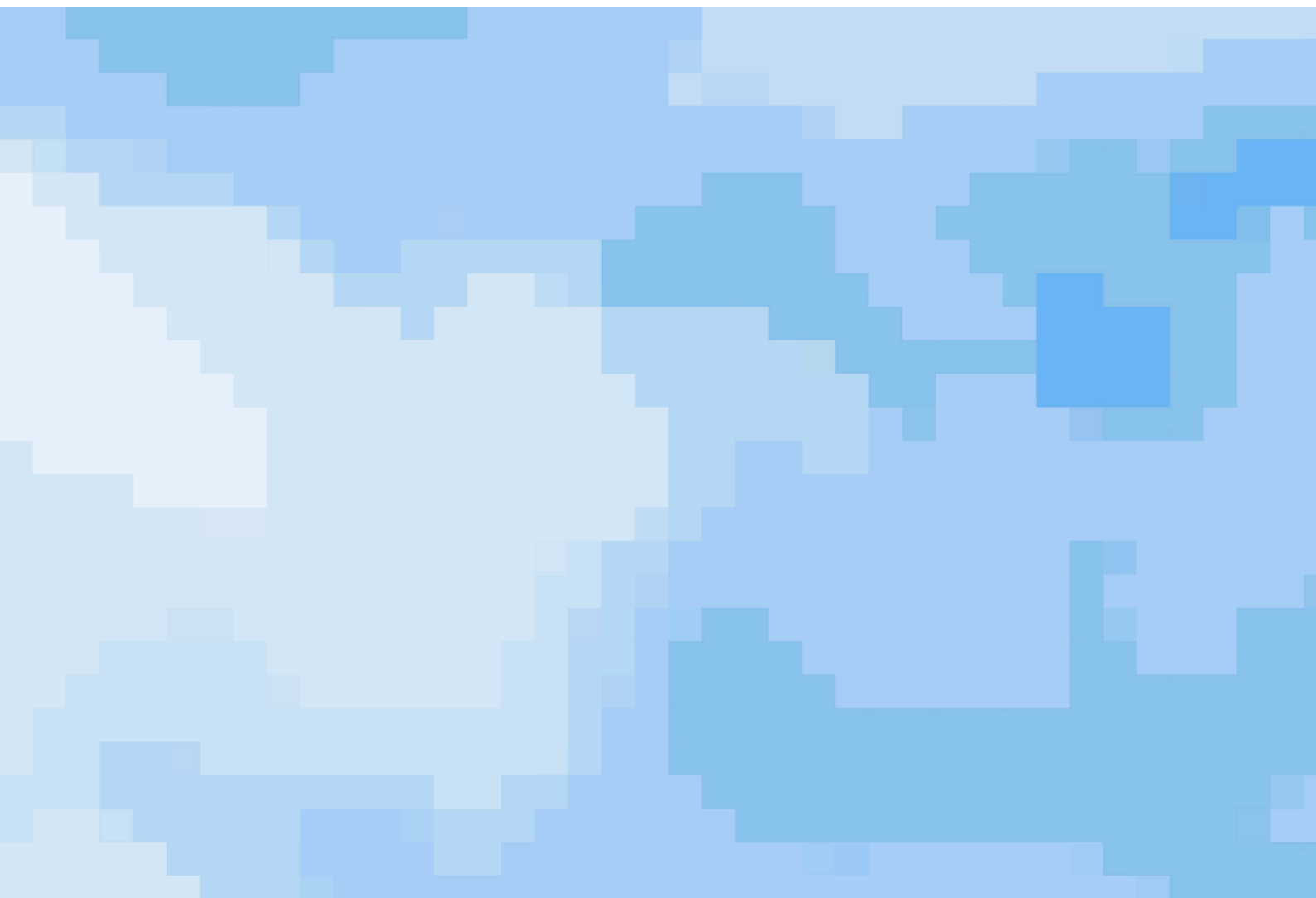# Software Project Progress and Documentation Meetings

Group: JARS with an E

Project: Napoelon's Adventures

Meeting Summary

Date: 05/03/25
Meeting Type: Online

Objective: The purpose of this meeting was to reflect on Sprint 1, identifying both achievements and areas for improvement. The discussion also focused on establishing a structured plan for Sprint 2, refining time management strategies, improving task allocation, and ensuring more effective communication. Additionally, the team explored key development priorities, including new features, documentation refinements, and presentation preparation.

Discussion Points

1. Sprint 1 Reflection

The meeting began with a reflection on Sprint 1, where the team acknowledged that while most objectives were met, several challenges arose. The primary issue was time management, as tasks were not always completed efficiently, leading to delays and uneven workload distribution. The lack of clear deadlines made it difficult to track progress, and some tasks were left unfinished until the last minute. Additionally, task allocation was not always optimal, with some members feeling overwhelmed while others had less responsibility. This imbalance highlighted the need for a more structured workflow.

Another concern was the need for more regular meetings to fully understand the project's scope and requirements. Some members felt that miscommunication led to confusion about expectations and priorities. To address this, the team agreed to implement fixed meetings with scrums to track progress, set deadlines for tasks, and create a clear timeline to improve efficiency. Moving forward, tasks will be assigned based on features rather than simply dividing work into frontend and backend responsibilities, ensuring a more cohesive approach to development.

A major point of discussion was the challenge of coordinating a meeting where all seven members could attend. To resolve this, the team agreed that even if a member could not attend, they must complete their assigned work beforehand and submit an update, such as a screen recording of their progress. This ensures accountability while allowing the project to move forward without delays.

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2. Development Priorities for Sprint 2

The discussion then shifted to development priorities for Sprint 2, which consists of three weeks. It was recommended that two weeks be dedicated to implementing additional features, while the final week would focus on refining the system and

preparing the presentation. Several new features were proposed to enhance the user experience and functionality of the platform.

A leaderboard system will be introduced to track user progress, alongside an email confirmation system to verify accounts. A dedicated login system for gamekeepers will also be implemented, ensuring secure administrative access. Mini-games will be further developed, transitioning them into JavaScript and integrating individual leaderboards. Enhancements to the website's starting and ending pages were discussed, with a focus on improving aesthetics and usability. Additionally, a privacy policy will be implemented during the registration process to comply with data protection guidelines.

The team also discussed aligning the platform with the university's sustainability goals and ensuring it is optimized for mobile use. Another key feature is the implementation of user feedback mechanisms, allowing players to receive personalized insights into their progress. A map feature was suggested to enhance navigation, along with at least two additional mini-games to expand gameplay variety. It was also agreed that each mini-game should include a feedback system, providing users with information about their mistakes and how to improve.

Furthermore, a public handle system for user identification was proposed, alongside refinements to the Kanban board to ensure more detailed specifications. The QR code input system will be enhanced by incorporating a visual scanner option, allowing users to scan QR codes instead of manually entering them. The team also discussed whether all mini-games should be accessible directly on the website using PyScript or JavaScript.

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3. Documentation and Kanban Board Enhancements

Another critical aspect discussed was project documentation and improvements to the Kanban board. The team agreed that the specification section needed to be expanded with more detailed descriptions of features and requirements. Additionally, an implementation checklist will be created to systematically track development progress, ensuring that all tasks meet their intended objectives. A validation checklist will also be introduced to confirm that completed tasks align with project requirements before final approval.

To enhance collaboration, it was decided that GitHub branches should be structured by feature rather than by individual contributors, ensuring better organization and clarity. The team also considered connecting the project with GitHub Education to take advantage of additional development tools and resources. Proper documentation was emphasized as a key factor in maximizing project scores, and all members were reminded to thoroughly document their work and decisions to ensure clarity in the final submission.

A privacy policy framework was also discussed, requiring users to accept terms via a checkbox during the registration process. The team agreed that justifications for design and implementation choices should be documented to strengthen the project's final submission and evaluation.

Conclusion

As the meeting concluded, the team outlined key next steps to ensure steady progress. Fixed sprint meetings will be established to maintain coordination, and the Kanban board will be refined with structured tasks and detailed descriptions. Feature implementation will continue over the next two weeks, with a strong focus on ensuring all core functionalities are fully integrated. Documentation will also be improved to align with project submission requirements. Additionally, preparation for the final presentation will begin, ensuring that all relevant information is well-documented and effectively communicated.

Next Steps

1. Establish fixed sprint meetings to ensure continuous progress tracking.
2. Finalize and refine additional features, including the leaderboard, login system, and privacy policy.
3. Improve the Kanban board by adding detailed specifications, an implementation checklist, and a validation checklist.
4. Enhance documentation to ensure all project materials meet submission requirements.
5. Begin preparing for the final presentation, ensuring all necessary components are well-documented and properly sourced.

Action Items

- Revise the Kanban board to reflect updated specifications and implementation checklists.
- Continue development and testing of new features to align with project goals.
- Enhance documentation and standardize the format for consistency.
- Finalize the privacy policy framework and document the reasoning behind key development choices.

This meeting provided a structured roadmap for Sprint 2, with a strong focus on improving time management, refining task allocation, and ensuring a well-organized development process. By implementing these refinements, the team is well-positioned to complete development efficiently and prepare a comprehensive final presentation.