Scrum Meeting Document

Date: 25 Jan 2026
Time: 2:45 - 5:00 PM
Meeting Type: Discord

Team Member	Attendance
Owen	☑
Ye	☑
Su	☑
Sultan	☑

Key discussion points:
- Formatted M1 document and Traceability Matrix
- Added core features and some functional requirements to M1 document
- Discussed the breakdown of core features into functional requirements and user stories

Action items:
- Each group member to create functional requirements and user stories for 2 to 3 core features, then add these as GitHub issues
- Traceability Matrix finalization
- Finalize and proofread M1 document

Responsibilities:

1. Ye Thway Aung
   - Create the Github repo as well as the project backlog.
   - Write a draft for all content for CF1, CF2, and half of CF3.
   - Fill in a majority of the core requirements, functional requirements, and the user stories + acceptance criteria in the project backlog.
   - Format the general structure of the requirement specification document.
2. Owen
   - Write and create the traceability matrix.
   - Write a draft for all content for half of CF3, CF4, and CF5.
   - Assist Ye in pasting the user stories and their corresponding core features into the project backlog.
   - Read over and help finalise user stories for all the core features.

3. Su
   - Write a draft for all content for CF6, CF7, and half of CF8.
   - Assist Owen with the traceability matrix.
   - Write domain requirements.
   - Proofread the overall Milestone 1 document.
4. Sultan
   - Write a draft for all content for half of CF8, CF9, and CF10.
   - Write non-functional requirements.