

The final shippable increment/ integrated product Meeting Minutes

Google Meet Recorded Session Link:

1. https://drive.google.com/file/d/1xETq_owyIoCjLbMH8W4WtjBvoDWvfnSJ/view?usp=sharing
2. https://drive.google.com/file/d/1mUdVSW5Zms4pGArmiAI4uu2pnBXxM_yi/view?usp=sharing

The final shippable increment of the integrated product meeting is held to get product owners approval of the final product.

The final shippable increment of the integrated product meeting started with the opening remarks of the scrum master, Mr. Emal Ismail illustrated the agenda points, presenters, and duration time limit of each point.

Subsequently, the representative of the development team Mr. Elyas Fekrat, and Ms. Rayhana Amiri shared the final integrated project with the scrum master as well as the product owner in detail (both the backend and the front end) to receive the product's owner approval. Furthermore, the scrum master asked the product owner about his suggestions and approval for the final product of the application. The product owner asked several questions as per the user stories from the development team to make sure the requirements of user stories has been implemented properly. In conclusion, the product owner seemed satisfied with the final integrated product and approve the final product as well.

In the fourth part of the agenda, the scrum master went through the checklist that was prepared by the product owner and discussed it with the whole team. The ultimate purpose of the checklist was to evaluate the tasks that have been done so far and things that are yet to be completed.

Moreover, Ms. Zahra Stanekzai presented the burnout chart in order to get the opinion of the whole team. She promised that after including today's meeting in the schedule the burnout chart will be finalized and uploaded the GitHub for the final submission of the project.

The scrum master concluded the meeting after Ms. Zahra's presentation and mentioned that the required tasks that have to be done will be noted in the action and decision table of the meeting minutes.

Action and Decision Table

No	Action	Responsible person	Due
1	Sharing the sprint Backlog with group by product owner.	Scrum Master (Emal Ismail)	As soon as possible.
2	Uploading the final integrated product in GitHub	Development Team (Elyas Fekrat)	29 October/2020
3	Uploading the final Burnout chart in GitHub	Development Team (Zahra Stankezeai)	29 October/2020

4	Sharing the meeting video and meeting minutes in GetHub with group members as well as project supervisor Mr. Ali Rahman Shinwari	Scrum Master (Email Ismail)	28 October/2020
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