

Minutes of Meeting

OrderEase - Sprint Planning & Reviews

1. Sprint Planning – Sprint 1

Date: Monday

Attendees: All team members

Scrum Master: Mudasir Ahmed

Discussion Points:

- Clarified application requirements and ensured a shared understanding of sprint goals.
- Task allocation:
 - Frontend and UI/UX design for core pages (Home, About, Contact, Menu) and improving responsiveness.
 - Add to Cart feature, Order Calculation, and Discount factor.
 - Backend form automation, Order Tracking (frontend and backend), and chatbot integration.
- Established routine for daily standups to track progress and address blockers.

Action Items:

Assigned To	Task Description
Mudasir Ahmed	Frontend and UI/UX design for core pages and responsiveness improvements.
Abdul Rehman	Add to Cart feature, Order Calculation, and Discount factor implementation.
Abdul Rehman Afzal	Backend form automation, Order Tracking (frontend and backend), and chatbot integration.
All Team Members	Attend daily standups and share progress updates.

2. Sprint Review – Sprint 1

Date: Friday

Attendees: All team members

Scrum Master: Mudasir Ahmed

Discussion Points:

- Completed homepage frontend and UI/UX design, worked on About and Contact pages, and implemented mobile responsiveness. Blockers included awaiting feedback on UI consistency and responsiveness.
- Finalized Add to Cart functionality, implemented Order Calculation and Discount factor, and started form validation.
- Began Order Tracking (frontend), synced it with backend, tested with sample orders, and started working on backend form automation.

Action Items:

Assigned To	Task Description
Mudasir Ahmed	Finalize responsiveness, continue with chatbot UI/UX integration.
Abdul Rehman	Form validation and discount calculation bug fixes.
Abdul Rehman Afzal	Finalize backend form automation and test with integrated frontend.
All Team Members	Ensure smooth communication during daily standups.

3. Sprint Improvements

- Continue refining UI responsiveness for mobile devices.
- Minor bug in discount calculation needs further testing.