**MINUTES OF FIRST MEETING FOR GROUP B HELD ON 11 FEBRUARY 2018**

**ENTERPRISE WEB**

**1.0 PRESENT**

1. Mainala Mhone
2. Rabecca Banda
3. Patience Jimu
4. Chisomo Saguga
5. Tiyamike Kachule
6. Esther Kondowe

2.0 **AGENDA**

1. Identify more backlogs
2. Identify Entities
3. Come up with an Entity Relationship Diagram

**3.0 PROCEEDINGS**

The meeting started at 12:15 pm

**Identifying more Product Backlogs**

10. Allow staff comments to be viewed by staff and student’s comments by both staff and students

11. Allow ideas and comments to be posted anonymously

12. Allow in appropriate ideas to be investigated

13. Allow new ideas to be disabled after closure date for new ideas and comments to be disabled after final closure date

14. Allow system emails notification to be sent to department’s Quality Assurance Coordinator once an idea is submitted

15. Allow author of an idea to receive an automatic email notification when an idea has commented on

16. As staff I would like to view most popular ideas, most viewed ideas, latest ideas and latest comments.

17. As a Quality Assurance Manager I would like to download all selected contributions as a zipped file.

18. As System Administrator I would like to do maintenance on system data

19. Allow analyzed statistical ideas to be available to all departments

**ENTITIES**

* Staff
* Student
* Department
* Idea
* Comment
* Category
* User
* Process

**ENTITY RELATIONSHIP DIAGRAM**

**4.0 CLOSING**

The meeting closed at 04:30. The next meeting was agreed to be held on 12th February 2018 to prioritize the backlogs, Identify sprints and come up with a Schedule.