**MINUTES OF GROUP B FOURTH MEETING HELD ON 18th FEBRUARY 2018**

**1.0** **Members Present**

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

**2.0 Agenda**

1. Review and prioritize Backlogs
2. Review Roles
3. Sprint Planning

**3.0** **PRODUCT BACKLOGS REVIEWED**

|  |  |  |
| --- | --- | --- |
| **No** | **Backlog Item** | **Estimate** |
| 1 | As team members we need to download, and Install GIT and Wampp/xampp so that we can set a conducive environment for the scrum project | 7 days |
| 2 | As a student I need to submit my ideas so that I can be heard and improve the department. | 7 days |
| 3 | As staff I need to view ideas and add comments so that I can select the best ideas and comments which can help improve departments. | 5 days |
| 4 | As Quality Assurance Manager I need to add new categories and delete unused categories so that I keep only those categories which are useful. | 5 days |
| 5 | As an Administrator, I need to maintain system data such as closure date for academic year, staff detail and student details so that system data is consistent. | 5 days |

**4.0 SPRINT BACKLOG**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Backlog Item** | **Task** | **Responsible** | **Status** | **Original Estimate** | **Day 1** | **Day 2** | **Day 3** | **Day 4** | **Day 5** | **Sprint Review** |
| As team members we need to download, and Install GIT and Wampp/xampp so that we can set a conducive environment for the scrum project | Download & install |  |  | 7 |  |  |  |  |  |  |
| Learning |  |  |  |  |  |  |  |  |  |
| Familiarization |  |  |  |  |  |  |  |  |  |
| As a student I need to submit my ideas so that I can be heard and improve the department. | Design site structure and flow chart |  |  |  |  |  |  |  |  |  |
| Design database for users |  |  |  |  |  |  |  |  |  |
| Create login, registration and idea capturing pages |  |  |  |  |  |  |  |  |  |
| Code the login system for all users |  |  |  |  |  |  |  |  |  |
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**5.0 ROLES REVIEWED**

Scrum Master: Tiyamike Kachule

Database: Rabecca Banda

Designer: Chisomo Saguga

Product owner: Esther Kondowe

Programmer: Mainala Mhone

Documenter: Tiyamike Kachule

Tester: Patience Jimu