**Date:** 17th March 2018

**Venue**: NACIT LL Campus

**Time:** 14:00hrs-15:45hrs

**Members Present**

1. Esther Kondowe-Product owner
2. Patience Jimu-information Architect
3. Rabbecca Banda-Database Designer
4. Tiyamike kachule-Scrum Master
5. Mainala Mhone-programmer
6. Chisomo Saguga-Website Designer

**Agenda: Sprint Retrospective Meeting**

We had a sprint retrospective meeting and we reviewed that we did not have enough requirements for our system, as the product owner pointed out this during the meeting .Thereby the team brain stormed and prioritized the product Backlogs

PRODUCT BACKLOG

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Backlog item** | **Priority** | **Status** |
| 1 | As an Administrator I need to Login and logout | High | Incomplete |
| 2 | As an Administrator I need to create and approve students and staff user accounts. | High | Incomplete |
| 3 | As an administrator I need to edit and delete student and staff records. | Medium | Incomplete |
| 4 | As a manager I need to maintain systems Data e.g. closure dates for academic year. | Medium | Incomplete |
|  |  |  |  |
|  |  | High | Incomplete |
| 5 | As a student I need to receive email notification that my account has been created. | High | Incomplete |
| 6 | As a student I need to Login and logout. | High | Incomplete |
| 7 | As a student I need to submit an idea. | High | Incomplete |
|  | As a student I need to agree to terms and conditions. | High | Incomplete |
| 10 | As a student I need to receive an email notification after my idea has been commented. | Low | Incomplete |
| 11 | As a student I need to view submitted ideas | Medium | Incomplete |
| 12 | As a student I need to comment on idea. | Low | Incomplete |
| 13 | As a student I need to give thumbs up or thumbs down for an idea. | Low | Incomplete |
|  |  |  |  |
| 14 |  | High | Incomplete |
| 15 | As a Quality Assurance Manager I need to receive email notification that my account has been created. | High | Incomplete |
| 16 | As a Quality assurance manager I need to login and logout | High | Incomplete |
| 17 | As a Quality assurance manager I need to add additional categories | Medium | Incomplete |
| 18 | As a Quality assurance manager I need to delete unused categories | Low | Incomplete |
| 19 | As a Quality Assurance Manager I need to download zipped files for transfer out of the system. | Low | Incomplete |
|  |  |  |  |
| 20 | As a staff I need to receive email notification that my account has been created. | High | Incomplete |
| 21 | As a staff I need to receive email notification that I have been approved. | High | Incomplete |
| 22 | As a staff I need to Login and logout. | High | Incomplete |
| 23 | As a staff I need to view ideas. | High | Incomplete |
| 24 | As a staff I need to comment on an idea. | Medium | Incomplete |
|  |  |  |  |
| 25 |  | High | Incomplete |
| 26 | As a Quality Assurance Coordinator I need to receive email notification that my account has been created. | Medium | Incomplete |
| 27 | As a Quality Assurance Coordinator I need to Login and logout. | High | Incomplete |
| 28 | As a Quality Assurance Coordinator I need to receive email notification when an idea has been submitted. | Medium | Incomplete |
| 29 | As a Quality Assurance Coordinator I need to check which students have submitted more ideas. | Medium | Incomplete |
| 30 | As a Quality Assurance Coordinator I need to send messages to students to encourage them to submit ideas. | Low | Incomplete |

SPLINT BACKLOG

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Bucklog Item | Activity | Responsible | Status | Original estimate | Day 1 | Day 2 | Day 3 | Day 4 | Day 5 | Sprint Review |
| 1 | As team members we need to download & Install GIT & Wamp/ Xamp so that we can set a conducive environment for the scrum project | Download & install | Scrum Team |  | 7 days | 4 hrs | 3 hrs |  |  |  | Successfully done |
| Learning & Familiarization | Scrum Team |  | 10 hrs |  |  |  |  |  | Successfully done |
| 2 | As an Administrator I need to create and approve students and staff accounts, edit and delete staff and student records and also maintain system data. | Design User interface for Admin and students | Web designer |  | 4 hrs | 3 hrs | 2 hrs |  |  |  | Successfully done |
| Design Database and implement | Database Designer |  | 7 days | 4 hrs | 3 hrs |  |  |  | Successfully done |
| Design functionality(use cases, other models) | Information architecture |  | 10 hrs |  |  |  |  |  | Successfully done |
| Code user interface | Programmer |  | 9 hrs | 4hrs | 3hrs | 1hr | 1hr |  |  |
| Connect database to the system | Programmer |  | 2hrs | 1hr | hr |  |  |  |  |
| Code functionality | Programmer |  | 10hrs | 2hrs | 2hrs | 2hrs | 2hrs | 2hrs |  |
| Test | Scrum Team |  | 5 hrs | 1hr | 1hr | 1hr | 1hr | 1hr |  |

**Activities**

* The programmer emphasized that since the products backlog are prioritized delivery of the sprints has to commerce. The Scrum Master volunteered to help in coding the system.

**Agreements**

* The Team agreed to form a WhatsApp group for easy communication during stand up meetings
* The team agreed to meet again on 21st March for reviews.