**Date:** 24th March 2018

**Venue**: Crossroads Hotel

**Time:** 18:00hrs-19:30hrs

**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: Continuation of Sprint Retrospective Meeting**

We had a continuation of sprint retrospective meeting and whereby we indicated the time expected to work on the sprints.

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 | complete | 7 hrs | 4 hrs | 3 hrs |  |  |  | Successfully done |
| Learning & Familiarization | Scrum Team | complete | 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.  As student I need to receive email notification that my account has been created so that I can be able to login and log out, submit an idea, agree to terms and conditions,  Receive an email notification after my idea has been commented, view submitted ideas, comment on idea and give thumbs up or thumbs down for an idea. | Design User interface for Admin and students | Web designer |  | 4 hrs | 3 hrs | 2 hrs |  |  |  | Successfully done |
| Design Database and implement | Database Designer | complete | 7 days | 4 hrs | 3 hrs |  |  |  | Successfully done |
| Design functionality(use cases, other models) | Information architecture | complete | 10 hrs | 3hrs | 3hs | 3hrs | 1hr |  | Successfully done |
| Code user interface | Programmer | complte | 9 hrs | 4hrs | 3hrs | 1hr | 1hr |  | Succesfully done |
| Connect database to the system | Programmer | complete | 2hrs | 1hr | hr |  |  |  | Successfully done |
| Code functionality | Programmer |  | 10hrs | 2hrs | 2hrs | 2hrs | 2hrs | 2hrs |  |
| Test | Scrum Team |  | 5 hrs | 1hr | 1hr | 1hr | 1hr | 1hr |  |
| 3 | As a Staff I need to receive email notification that my account has been created so that I can be able to Login and register myself logout, view ideas and comment on an idea. | Design functionality models | Information Architecture | complte | 5hrs | 1hr | 1hr | 1hr | 1hr |  |  |
| design user interface for staff | Web designer | complete | 3hrs | 2hrs | 1hr |  |  |  |  |
| Code for staff viewing page | programmer | complete | 10hrs | 3hrs | 2hrs | 2hrs | 2hrs | 1hr |  |
| Create test plan | Scrum mistress | complete | 2hrs |  |  |  | 1hr | 1hr |  |
| Implement test plan | Scrum mistress | complete | 2hrs |  |  |  | 1hr | 1hr |  |
| 4 | As a Quality Assurance Manager I need to receive email notification that my account has been created, login and logout, add additional categories, delete unused categories and download zipped files for transfer out of the system. | Code for Quality assurance Manager | programmer | incomplete | 5hrs | 3hrs | 1hr | 1hr |  |  |  |
| 5 | As a Quality Assurance Coordinator I need to receive email notification that my account has been created, Login and logout, receive email notification when an idea has been submitted, check which students have submitted more ideas and send messages to students to encourage them to submit ideas. | Code for Assurance Coordinator | programmer | 10hrs | 3hrs | 3hrs | 2hrs | 1hr | 1hrs |  |  |

**Agreement**

* The scrum team agreed to meet on 30th march to evaluate the sprints and start documenting the project report.