## Scrum master

On behalf of the team “Concept Squad” and as the Scrum master and Tester of the team, here I have included my set of works.

The team have following roles:

|  |  |  |
| --- | --- | --- |
| **Role** | **Username** | **Id** |
| Scrum Master | ma1146r | 001121602 |
| Analyst | cd1858o | 001120872 |
| Designer | at4405h | 001122143 |
| Developer | gh4186m | 001120707 |
| Tester | ma1146r | 001121602 |

**Product Backlog**

|  |  |  |  |
| --- | --- | --- | --- |
| **Task no.** | **Priority** | **Estimate effort** | **Product Backlog** |
| 1 | Must have | 8 | SharePoint setup and research. |
| 2 | Must have | 8 | Home page should contain all the necessary links to other pages. |
| 3 | Must have | 13 | All the available courses must be visible in an organized way. |
| 4 | Must have | 13 | All the recent news must be visible in the front page. |
| 5 | Must have | 21 | Enquiry form must be developed in a user-friendly way. |
| 6 | Must have | 21 | Contact details will have to be provided for emergency cases. |
| 7 | Should have | 8 | Information about University research facilities and contribution should be provided in an attractive way. |
| 8 | Should have | 8 | Student success stories should be available for promotional purpose. |
| 9 | Should have | 5 | Detailed information about school/colleges (i.e. departments) should be provided in a separate page. |
| 10 | Should have | 3 | Community page should contain information about university community along with the link to alumni page. |
| 11 | Could have | 5 | Study page should display necessary information about study materials and other related things. |
| 12 | Could have | 3 | This page will have general information about the university. |
| 13 | Could have | 21 | Application portal should be developed for admission purposes. |
| 14 | Could have | 5 | In the website, search bar can be provided for easy search. |
| 15 | Could have | 5 | An exclusive page containing necessary information about international students can be developed. |
| 16 | Won’t have | 5 | A separated webpage containing important information about student resources. |
| 17 | Won’t have | 3 | A webpage containing information about leisure services. |
| 18 | Won’t have | 13 | Real time online chatting system. |

**Sprint planning**

Project duration : 1 month and 2 weeks

Number of total sprints : 6

Sprint duration : 1 week (5 days)

Working hour (a day) : 8 hours

**For 1 sprint:**

Working hours for one member = 8\*5 = 40 hours

Working hours of all (5) members total in one sprint = 5\*40 = 200 hours

Total working hours in the whole project = 200\*6 = 1200 hours

Actual working hours for one member = 6\*5 = 30 hours

Actual working hours of all (5) members total in one sprint = 5\*30 = 150 hours

Actual total working hours in the whole project = 150\*6 = 900 hours

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ***Tas*k *Name*** | ***Story Points*** | ***Start date*** | ***End date*** | ***Duration*** | ***Status*** |
| **Sprint 1** | **26** | **19.09.2020** | **25.09.2020** | **7 days** | completed |
| SharePoint Configuration | 8 | 21.09.2020 | 21.09.2020 | 1 day | completed |
| Home page | 8 | 21.09.2020 | 22.09.2020 | 1 day | completed |
| Developing Course Related pages | 13 | 22.09.2020 | 25.09.2020 | 4 days | completed |
| **Sprint 2** | **42** | **26.09.2020** | **02.10.2020** | **7 days** | completed |
| Developing “Contact us” page | 21 | 28.09.2020 | 01.10.2020 | 4 days | completed |
| Finalizing the functionalities of enquiry section | 21 | 02.10.2020 | 02.10.2020 | 1 day | completed |
| **Sprint 3** | **16** | **03.10.2020** | **09.10.2020** | **7 days** | completed |
| Developing News section | 13 | 05.10.2020 | 07.10.2020 | 3 days | completed |
| About page development | 3 | 07.10.2020 | 09.10.2020 | 3 days | completed |
| **Sprint 4** | 8 | 10.10.2020 | 16.10.2020 | 7 days | completed |
| Creating research related pages | 8 | 12.10.2020 | 16.10.2020 | 7 days | completed |
| **Sprint 5** | 16 | 17.10.2020 | 23.10.2020 | 7 days | completed |
| Success Stories of alumni | 8 | 19.10.2020 | 21.10.2020 | 4 days | completed |
| Community page development | 3 | 22.10.2020 | 22.10.2020 | 1 day | completed |
| Study page development | 5 | 23.09.2020 | 23.09.2020 | 1 day | completed |
| **Sprint 6** | 5 | 24.10.2020 | 31.10.2020 | 7 days | completed |
| School and college related information | 5 | 24.10.2020 | 31.10.2020 | 7 days | completed |

**Sprint Backlog**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Product Backlog Item** | **Sprint Task** | **Assigned Person** | **Initial Estimate of Effort** | **1** | **2** | **3** | **4** | **5** |
| SharePoint will be configured. Homepage should be fully developed. Visitor should be able to know about the offered courses and necessary information about study from the website. | Analyzing the homepage and material about the offered courses. | Analyst | 8 | 4 | 2 | 2 | 0 | 0 |
| Sketching the web interface | Designer | 3 | 3 | 0 | 1 | 0 | 0 |
| Interface prototyping | Designer | 5 | 0 | 3 | 2 | 1 | 0 |
| Configuring SharePoint. Developing the Homepage, course offer page and study page. | Developer | 20 | 0 | 2 | 8 | 8 | 2 |
| Testing the course offer page | Tester | 3 | 0 | 0 | 0 | 1 | 2 |
| Guiding the team using scrum for the daily basis. | Scrum Master | 5 | 2 | 1 | 1 | 1 | 1 |
| **Total** | | **44** | **9** | **8** | **14** | **11** | **5** |

*Table: Sprint 1*

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Product Backlog Item** | **Sprint Task** | **Assigned Person** | **Initial Estimate of Effort** | **1** | **2** | **3** | **4** | **5** |
| All the recent news must be visible in the front page along with all the main news page links. About page should be developed also. | Analyzing the news which should be appeared in the news section | Analyst | 5 | 2 | 3 | 0 | 0 | 0 |
| Sketching the news page interface | Designer | 3 | 3 | 0 | 0 | 0 | 0 |
| Prototyping the interface | Designer | 5 | 3 | 2 | 0 | 0 | 0 |
| Developing news page and about page | Developer | 13 | 1 | 3 | 5 | 5 | 0 |
| Testing the news page and about page | Tester | 3 | 0 | 0 | 0 | 1 | 3 |
| Guiding the team using scrum for the daily basis. | Scrum Master | 5 | 2 | 1 | 1 | 1 | 1 |
| **Total** | | **34** | **11** | **9** | **6** | **7** | **4** |

*Table: Sprint 2*

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Product Backlog Item** | **Sprint Task** | **Assigned Person** | **Initial Estimate of Effort** | **1** | **2** | **3** | **4** | **5** |
| Users can submit their enquiries and contact the respective authorities for emergency cases through the website | Analyzing the Frequently asked questions and the contact process | Analyst | 5 | 2 | 3 | 0 | 0 | 0 |
| Sketching the enquiry and contact page interface | Designer | 3 | 1 | 3 | 0 | 0 | 0 |
| Creating the prototype | Designer | 5 | 3 | 2 | 0 | 0 | 0 |
| Developing the enquiry and contact page | Developer | 21 | 3 | 5 | 5 | 5 | 5 |
| Testing the enquiry and contact page | Tester | 3 | 0 | 0 | 1 | 1 | 2 |
| Guiding the team using scrum for the daily basis. | Scrum Master | 5 | 2 | 1 | 1 | 1 | 1 |
| **Total** | | **42** | **11** | **14** | **7** | **7** | **7** |

*Table: Sprint 3*

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Product Backlog Item** | **Sprint Task** | **Assigned Person** | **Initial Estimate of Effort** | **1** | **2** | **3** | **4** | **5** |
| Information about University research facilities and contribution should be provided in an attractive way. | Analyzing the research facilities of the university | Analyst | 5 | 2 | 3 | 1 | 0 | 0 |
| Sketching the research page interface | Designer | 3 | 2 | 2 | 0 | 0 | 0 |
| Creating the interface | Designer | 5 | 3 | 2 | 0 | 0 | 0 |
| Developing research page | Developer | 13 | 3 | 3 | 5 | 2 | 1 |
| Testing the research page | Tester | 3 | 0 | 0 | 0 | 2 | 2 |
| Guiding the team using scrum for the daily basis. | Scrum Master | 5 | 1 | 1 | 1 | 1 | 1 |
| **Total** | | **34** | **11** | **11** | **7** | **5** | **4** |

*Table: Sprint 4*

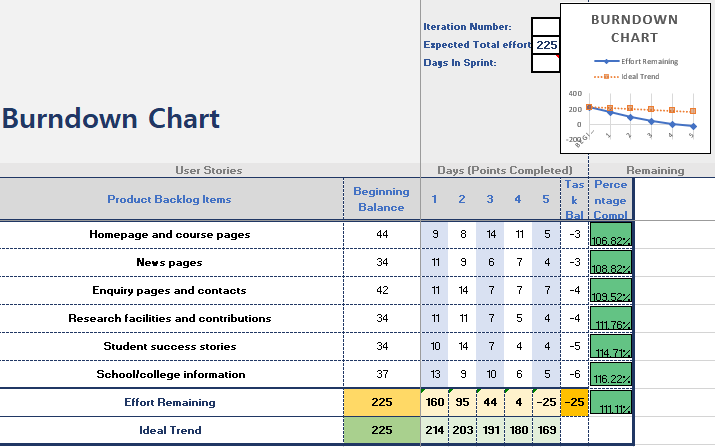
|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Product Backlog Item** | **Sprint Task** | **Assigned Person** | **Initial Estimate of Effort** | **1** | **2** | **3** | **4** | **5** |
| Student success stories should be available in the website. | Analyzing the alumni success stories of the university | Analyst | 5 | 2 | 3 | 1 | 0 | 0 |
| Sketching the success stories page interface | Designer | 3 | 2 | 2 | 0 | 0 | 0 |
| Creating the interface | Designer | 5 | 2 | 3 | 0 | 0 | 0 |
| Developing success stories page | Developer | 8 | 2 | 2 | 2 | 2 | 1 |
| Testing the success stories page | Tester | 8 | 1 | 2 | 3 | 1 | 2 |
| Guiding the team using scrum for the daily basis. | Scrum Master | 5 | 1 | 2 | 1 | 1 | 1 |
| **Total** | | **34** | **10** | **14** | **7** | **4** | **4** |

*Table: Sprint 5*

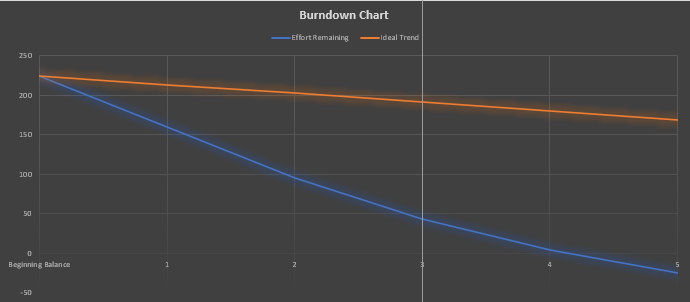
|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Product Backlog Item** | **Sprint Task** | **Assigned Person** | **Initial Estimate of Effort** | **1** | **2** | **3** | **4** | **5** |
| Detailed information about school/colleges in a separate page. | Analyzing the information about school/colleges | Analyst | 3 | 3 | 1 | 1 | 0 | 0 |
| Sketching the school/colleges information page interface | Designer | 0 | 0 | 0 | 0 | 0 | 0 |
| Creating the interface | Designer | 0 | 0 | 0 | 0 | 0 | 0 |
| Developing school/colleges information page | Developer | 13 | 5 | 3 | 5 | 1 | 0 |
| Testing the school/colleges information page | Tester | 13 | 3 | 3 | 3 | 3 | 3 |
| Guiding the team using scrum for the daily basis. | Scrum Master | 8 | 2 | 2 | 1 | 2 | 2 |
| **Total** | | **37** | **13** | **9** | **10** | **6** | **5** |

*Table: Sprint 6*

**Burn Down chart**



*Figure: Burn down chart summary*

*Figure: burndown chart*

**MEETING MINUTES**

Meeting 1

| Meeting/Project Name: | De Montfort University | | |
| --- | --- | --- | --- |
| Date of Meeting: (MM/DD/YYYY) | 09/09/2020 | Time: | 10 am-11.30 am |
| Meeting Facilitator: | Google meet | Location: | Google meet |

|  |
| --- |
| 1. Meeting Objective |
| Introduction |

|  |  |  |
| --- | --- | --- |
| 2. Attendees | | |
| Name | Project Role | Email |
| ma1146r | Scrum Master, Tester | tanvirahmed.mt@gmail.com |
| gh4186m | Developer | pokemaniac649@gmail.com |
| at4405h | Designer | almamuntalukder0@gmail.com |
| cd1858o | Analyst | chinmoykumardas37@gmail.com |

|  |  |
| --- | --- |
| 3. Meeting Agenda | |
| Topic | Time |
| Knowing each other’s background | 20 min |
| Discussing field of speciality | 20 min |
| Discussing the task | 30 min |
| Assinging roles to individuals | 20 min |

Meeting Outcome: The team introduction and role assigning were successful.

|  |  |  |
| --- | --- | --- |
| 4. Pre-work/Preparation (documents/handouts to bring, reading material, etc.) | | |
| Discussion | Decision | Action to Taken |
| Introduction of members | Introduction successful | Implementation of roles |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 5. Next Meeting | | | | | | |
| Date: (MM/DD/YYYY) | | *09/10/2020* | Time: | 9pm-11pm | Location: | *Google meet* |
| Objective: | University feature Analysis | | | | | |

Meeting 2

| Meeting/Project Name: | De Montfort University | | |
| --- | --- | --- | --- |
| Date of Meeting: (MM/DD/YYYY) | 09/10/2020 | Time: | 9 pm-11 pm |
| Meeting Facilitator: | Google meet | Location: | Google meet |

|  |
| --- |
| 1. Meeting Objective |
| University Selection for the project (Day 1) |

|  |  |  |
| --- | --- | --- |
| 2. Attendees | | |
| Name | Project Role | Email |
| ma1146r | Scrum Master, Tester | tanvirahmed.mt@gmail.com |
| gh4186m | Developer | pokemaniac649@gmail.com |
| at4405h | Designer | almamuntalukder0@gmail.com |
| cd1858o | Analyst | chinmoykumardas37@gmail.com |

|  |  |
| --- | --- |
| 3. Meeting Agenda | |
| Topic | Time |
| Analysing Istanbul sehir university | 40 min |
| Analysing De Montfort University | 40 min |
| Analysing The University of Sydney | 40 min |

Meeting Outcome: University analyzing and choosing in progress.

|  |  |  |
| --- | --- | --- |
| 4. Pre-work/Preparation (documents/handouts to bring, reading material, etc.) | | |
| Discussion | Decision | Action to Taken |
| Choosing university | Discussion in Progress | Continue analyzation |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 5. Next Meeting | | | | | | |
| Date: (MM/DD/YYYY) | | *09/11/2020* | Time: | 3.30 pm-5 pm | Location: | *Google meet* |
| Objective: | University Selection for the project (Day 2) | | | | | |

| Meeting/Project Name: | De Montfort University | | |
| --- | --- | --- | --- |
| Date of Meeting: (MM/DD/YYYY) | 09/11/2020 | Time: | 3.30 pm-5 pm |
| Meeting Facilitator: | Google meet | Location: | Google meet |

Meeting 3

|  |
| --- |
| 1. Meeting Objective |
| University Selection for the project (Day 2) |

|  |  |  |
| --- | --- | --- |
| 2. Attendees | | |
| Name | Project Role | Email |
| ma1146r | Scrum Master, Tester | tanvirahmed.mt@gmail.com |
| gh4186m | Developer | pokemaniac649@gmail.com |
| at4405h | Designer | almamuntalukder0@gmail.com |
| cd1858o | Analyst | chinmoykumardas37@gmail.com |

|  |  |
| --- | --- |
| 3. Meeting Agenda | |
| Topic | Time |
| Comparing features among the Universities | 60 min |
| Matching the features with the project requirements | 30 min |

Meeting Outcome: University selection done by matching requirements.

|  |  |  |
| --- | --- | --- |
| 4. Pre-work/Preparation (documents/handouts to bring, reading material, etc.) | | |
| Discussion | Decision | Action to Taken |
| Choosing university | Discussion successful | Implementation |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 5. Next Meeting | | | | | | |
| Date: (MM/DD/YYYY) | | *09/16/2020* | Time: | 7 pm-8.30 pm | Location: | *Google meet* |
| Objective: | CMS exploration | | | | | |

Meeting 4

| Meeting/Project Name: | De Montfort University | | |
| --- | --- | --- | --- |
| Date of Meeting: (MM/DD/YYYY) | 09/16/2020 | Time: | 7 pm-8.30 pm |
| Meeting Facilitator: | Google meet | Location: | Google meet |

|  |
| --- |
| 1. Meeting Objective |
| CMS exploration (Day 1) |

|  |  |  |
| --- | --- | --- |
| 2. Attendees | | |
| Name | Project Role | Email |
| ma1146r | Scrum Master, Tester | tanvirahmed.mt@gmail.com |
| gh4186m | Developer | pokemaniac649@gmail.com |
| at4405h | Designer | almamuntalukder0@gmail.com |
| cd1858o | Analyst | chinmoykumardas37@gmail.com |

|  |  |
| --- | --- |
| 3. Meeting Agenda | |
| Topic | Time |
| Creating Account | 20 min |
| Adding all users and exploring the interface | 40 min |
| Giving different priviliges to different users | 30 min |

Meeting Outcome: SharePoint CMS exploration was in progress. Team members were added.

|  |  |  |
| --- | --- | --- |
| 4. Pre-work/Preparation (documents/handouts to bring, reading material, etc.) | | |
| Discussion | Decision | Action to Taken |
| CMS starting | CMS exploration continue | CMS exploration finish |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 5. Next Meeting | | | | | | |
| Date: (MM/DD/YYYY) | | *09/19/2020* | Time: | 8.30 pm-9.30 pm | Location: | *Google meet* |
| Objective: | CMS exploration (Day 2) | | | | | |

Meeting 5

| Meeting/Project Name: | De Montfort University | | |
| --- | --- | --- | --- |
| Date of Meeting: (MM/DD/YYYY) | 09/19/2020 | Time: | 8.30 pm-9.30 pm |
| Meeting Facilitator: | Google meet | Location: | Google meet |

|  |
| --- |
| 1. Meeting Objective |
| CMS exploration (Day 2) |

|  |  |  |
| --- | --- | --- |
| 2. Attendees | | |
| Name | Project Role | Email |
| ma1146r | Scrum Master, Tester | tanvirahmed.mt@gmail.com |
| gh4186m | Developer | pokemaniac649@gmail.com |
| at4405h | Designer | almamuntalukder0@gmail.com |
| cd1858o | Analyst | chinmoykumardas37@gmail.com |

|  |  |
| --- | --- |
| 3. Meeting Agenda | |
| Topic | Time |
| Analysing the process of creating navigation bar | 20 min |
| Analysing the theme options | 20 min |
| Discussing about necessary tutorials | 20 min |

Meeting Outcome: SharePoint exploration was successfully done.

|  |  |  |
| --- | --- | --- |
| 4. Pre-work/Preparation (documents/handouts to bring, reading material, etc.) | | |
| Discussion | Decision | Action to Taken |
| CMS exploration | CMS exploration done | Implementation |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 5. Next Meeting | | | | | | |
| Date: (MM/DD/YYYY) | | *09/20/2020* | Time: | 9.30 pm-10 pm | Location: | *Google meet* |
| Objective: | Assignment Analysis | | | | | |

| Meeting/Project Name: | De Montfort University | | |
| --- | --- | --- | --- |
| Date of Meeting: (MM/DD/YYYY) | 09/20/2020 | Time: | 9.30 pm-10 pm |
| Meeting Facilitator: | Google meet | Location: | Google meet |

Meeting 6

|  |
| --- |
| 1. Meeting Objective |
| Assignment Analysis |

|  |  |  |
| --- | --- | --- |
| 2. Attendees | | |
| Name | Project Role | Email |
| ma1146r | Scrum Master, Tester | tanvirahmed.mt@gmail.com |
| gh4186m | Developer | pokemaniac649@gmail.com |
| at4405h | Designer | almamuntalukder0@gmail.com |
| cd1858o | Analyst | chinmoykumardas37@gmail.com |

|  |  |
| --- | --- |
| 3. Meeting Agenda | |
| Topic | Time |
| Analyzing various possibilities of user stories | 10 min |
| Discussing the use case scenarios | 20 min |

Meeting Outcome: The course work scenario and requirements were discussed and the necessary tasks were discussed.

|  |  |  |
| --- | --- | --- |
| 4. Pre-work/Preparation (documents/handouts to bring, reading material, etc.) | | |
| Discussion | Decision | Action to Taken |
| Assignment requirements | Requirements analyzation | Implementation |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 5. Next Meeting | | | | | | |
| Date: (MM/DD/YYYY) | | *09/21/2020* | Time: | 6.30 pm-8.30 pm | Location: | *Google meet* |
| Objective: | SharePoint Discussion | | | | | |

| Meeting/Project Name: | De Montfort University | | |
| --- | --- | --- | --- |
| Date of Meeting: (MM/DD/YYYY) | 09/21/2020 | Time: | 6.30 pm-8.30 pm |
| Meeting Facilitator: | Google meet | Location: | Google meet |

Meeting 7

|  |
| --- |
| 1. Meeting Objective |
| Sharepoint Discussion |

|  |  |  |
| --- | --- | --- |
| 2. Attendees | | |
| Name | Project Role | Email |
| ma1146r | Scrum Master, Tester | tanvirahmed.mt@gmail.com |
| gh4186m | Developer | pokemaniac649@gmail.com |
| at4405h | Designer | almamuntalukder0@gmail.com |
| cd1858o | Analyst | chinmoykumardas37@gmail.com |

|  |  |
| --- | --- |
| 3. Meeting Agenda | |
| Topic | Time |
| Discussing the issues regarding exact cloning | 20 min |
| Discussing the potential mismatches of the design | 40 min |
| Discussing css and z-index | 20 min |
| Pointing out the shortcoming the CMS | 40 min |

Meeting Outcome: The challenges of fulfilling the requirements using SharePoint are detected and solutions discussed.

|  |  |  |
| --- | --- | --- |
| 4. Pre-work/Preparation (documents/handouts to bring, reading material, etc.) | | |
| Discussion | Decision | Action to Taken |
| CMS discussion | Discussion successful | Implementation |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 5. Next Meeting | | | | | | |
| Date: (MM/DD/YYYY) | | *09/23/2020* | Time: | 8.30 pm-10.10 pm | Location: | *Google meet* |
| Objective: | Discussing about Sketching of the interface | | | | | |

Meeting 8

| Meeting/Project Name: | De Montfort University | | |
| --- | --- | --- | --- |
| Date of Meeting: (MM/DD/YYYY) | 09/23/2020 | Time: | 8.30 pm-10.10 pm |
| Meeting Facilitator: | Google meet | Location: | Google meet |

|  |
| --- |
| 1. Meeting Objective |
| Discussing about Sketching of the interface |

|  |  |  |
| --- | --- | --- |
| 2. Attendees | | |
| Name | Project Role | Email |
| ma1146r | Scrum Master, Tester | tanvirahmed.mt@gmail.com |
| gh4186m | Developer | pokemaniac649@gmail.com |
| at4405h | Designer | almamuntalukder0@gmail.com |
| cd1858o | Analyst | chinmoykumardas37@gmail.com |

|  |  |
| --- | --- |
| 3. Meeting Agenda | |
| Topic | Time |
| Webpage Selection | 60 min |
| Discussing the Sketching methodology | 20 min |
| Discussing the methodology of wireframing | 20 min |

Meeting Outcome: Designer’s sketch plan and required fields were identified.

|  |  |  |
| --- | --- | --- |
| 4. Pre-work/Preparation (documents/handouts to bring, reading material, etc.) | | |
| Discussion | Decision | Action to Taken |
| Sketching interface | Discussion successful | Implementation |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 5. Next Meeting | | | | | | |
| Date: (MM/DD/YYYY) | | *09/27/2020* | Time: | 8.30 pm-10 pm | Location: | *Google meet* |
| Objective: | Researching the database management system | | | | | |

Meeting 9

| Meeting/Project Name: | De Montfort University | | |
| --- | --- | --- | --- |
| Date of Meeting: (MM/DD/YYYY) | 09/27/2020 | Time: | 8.30 pm-10 pm |
| Meeting Facilitator: | Google meet | Location: | Google meet |

|  |
| --- |
| 1. Meeting Objective |
| Researching the database management system |

|  |  |  |
| --- | --- | --- |
| 2. Attendees | | |
| Name | Project Role | Email |
| ma1146r | Scrum Master, Tester | tanvirahmed.mt@gmail.com |
| gh4186m | Developer | pokemaniac649@gmail.com |
| at4405h | Designer | almamuntalukder0@gmail.com |
| cd1858o | Analyst | chinmoykumardas37@gmail.com |

|  |  |
| --- | --- |
| 3. Meeting Agenda | |
| Topic | Time |
| Finding the potential use of database in the project | 30 min |
| Researching Database structure | 20 min |
| Analysing the necessary form structure | 30 min |
| Researching the automated email sending system | 10 min |

Meeting Outcome: Database management system were discussed to find a suitable system structure.

|  |  |  |
| --- | --- | --- |
| 4. Pre-work/Preparation (documents/handouts to bring, reading material, etc.) | | |
| Discussion | Decision | Action to Taken |
| Database management | Discussion successful | Implementation |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 5. Next Meeting | | | | | | |
| Date: (MM/DD/YYYY) | | 10/02/20 | Time: | 7 pm – 9.30 pm | Location: | *Google meet* |
| Objective: | Development analysis | | | | | |

Meeting 10

| Meeting/Project Name: | De Montfort University | | |
| --- | --- | --- | --- |
| Date of Meeting: (MM/DD/YYYY) | 10/02/20 | Time: | 7 pm – 9.30 pm |
| Meeting Facilitator: | Google meet | Location: | Google meet |

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| 1. Meeting Objective |
| Development analysis |

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| 2. Attendees | | |
| Name | Project Role | Email |
| ma1146r | Scrum Master, Tester | tanvirahmed.mt@gmail.com |
| gh4186m | Developer | pokemaniac649@gmail.com |
| at4405h | Designer | almamuntalukder0@gmail.com |
| cd1858o | Analyst | chinmoykumardas37@gmail.com |

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| 3. Meeting Agenda | |
| Topic | Time |
| Discussing the previous development process | 30 min |
| Pointing out the shortcomings | 20 min |
|  | 30 min |
|  | 10 min |

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| 4. Pre-work/Preparation (documents/handouts to bring, reading material, etc.) | | |
| Discussion | Decision | Action to Taken |
| Development process | Discussion successful | Implementation |

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| 5. Next Meeting | | | | | | |
| Date: (MM/DD/YYYY) | | 10/02/20 | Time: | 7 pm – 9.30 pm | Location: | *Google meet* |
| Objective: | Development analysis | | | | | |

**Team Responsibility Matrix**

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| Team Member | Role | Responsibility |
| 001120872 | Analyst | Analyzing the CMS architecture and analyzing the possible use cases and user stories. Creating necessary ERD and class diagram. |
| 001121602 | Scrum Master | Maintaining the whole project along with analyst, designer, developer and tester. Scheduling the meetings. Creating product backlog and defining the sprint time periods. Assigning appropriate tasks for every team member. |
| 001086175 | Designer | Designing the primary sketches. After getting approval from the team members designing the system UI along with the prototype. |
| 001120707 | Developer | Pointing out the pros and cons of SharePoint. Developing the whole information system according to the selected design. While developing, the developer should follow the analysis done by the analyst. |
| 001121602 | Tester | Creating test plan and possible test cases for the system. After the completion of the development, he should test the followings:   * Unit Test * Integration Test * Functional Test * Usability Test * Security Test * Browser compatibility Test * Responsiveness Test   And finally, a detailed test report should be submitted. |