**MEETING MINUTES 01**

| **Meeting/Project Name:** |  | | |
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| **Date of Meeting:** (MM/DD/YYYY) | 09-09-2020 | **Time:** | 04.00pm |
| **Meeting Facilitator:** |  | **Location:** | Google Meet |

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| 1. Meeting Objective |
| Define individual role of the group project. |

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| 2. Attendees | | |
| **Name** | **Project Role** | **Email** |
| 001139284 | Scrum Master | alamin01736360543@gmail.com |
| 001136520 | Analyst | naiemaakter7898@gmail.com |
| 001136698 | Designer | tasnimsohel3476@gmail.com |
| 001137505 | Developer | astroniloy@gmail.com |
| 001137503 | Tester | aknoman9@gmail.com |

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| 3. Meeting Agenda | |
| **Topic** | **Time** |
| Define individual role. | 15 |
| To create a common platform so that all members are communicate to each other. | 10 |
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| 4. Pre-work/Preparation (documents/handouts to bring, reading material, etc.) | | |
| **Discussion** | **Decidsion** | **Action To Taken** |
| Discussion for selecting individual role of group member’s | 001139284 will represent Scrum Master role  001136520 will represent Analyst role  001136698 will represent Designer role  001137505 will represent Developer role  001137503 will represent Tester role | Everyone chose their desire task and update scrum master |
| Discussion on creating a common platform so that all members are communicate to each other. | 001139284 Will be created a messenger group and also will be created a Google class room for storing and sharing important documents. | Scrum master will be creating those group. |
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| 5. Next Meeting | | | | | | |
| **Date:** (MM/DD/YYYY) | | 12-09-2020 | **Time:** | 04.00pm | **Location:** | Google Meet |
| Objective: | Individual role for the project is define today and the next task for individual role is identifying different university. | | | | | |

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**MEETING MINUTES-02**

| **Meeting/Project Name:** |  | | |
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| **Date of Meeting:** (MM/DD/YYYY) | 12-09-2020 | **Time:** | 04.00pm |
| **Meeting Facilitator:** |  | **Location:** | Google Meet |

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| 1. Meeting Objective |
| Selection of University which will be develop for the project. |

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| 2. Attendees | | |
| **Name** | **Project Role** | **Email** |
| 001139284 | Scrum Master | alamin01736360543@gmail.com |
| 001136520 | Analyst | naiemaakter7898@gmail.com |
| 001136698 | Designer | tasnimsohel3476@gmail.com |
| 001137505 | Developer | astroniloy@gmail.com |
| 001137503 | Tester | aknoman9@gmail.com |

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| 3. Meeting Agenda | |
| **Topic** | **Time** |
| Identifying different university | 15 |
| Selection of university. | 10 |
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| 4. Pre-work/Preparation (documents/handouts to bring, reading material, etc.) | | |
| **Discussion** | **Decidsion** | **Action To Taken** |
| Discussion on Identifying different university for the project | 001139284 will represent Scrum Master role  001136520 will represent Analyst role  001136698 will represent Designer role  001137505 will represent Developer role  001137503 will represent Tester role | Everyone is identify different university. |
| Discussion for Selection of university. | The University of Edinburgh is selected. | Everyone is selected the university of Edinburgh for the project. |
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| 5. Next Meeting | | | | | | |
| **Date:** (MM/DD/YYYY) | | 16-09-2020 | **Time:** | 04.00pm | **Location:** | Google Meet |
| Objective: | The university is selected today and the next task is for individual role is configuration of Share Point. | | | | | |

**MEETING MINUTES-03**

| **Meeting/Project Name:** |  | | |
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| **Date of Meeting:** (MM/DD/YYYY) | 16-09-2020 | **Time:** | 04.00pm |
| **Meeting Facilitator:** |  | **Location:** | Google Meet |

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| 1. Meeting Objective |
| Configuring Share Point for develop the project. |

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| 2. Attendees | | |
| **Name** | **Project Role** | **Email** |
| 001139284 | Scrum Master | alamin01736360543@gmail.com |
| 001136520 | Analyst | naiemaakter7898@gmail.com |
| 001136698 | Designer | tasnimsohel3476@gmail.com |
| 001137505 | Developer | astroniloy@gmail.com |
| 001137503 | Tester | aknoman9@gmail.com |

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| 3. Meeting Agenda | |
| **Topic** | **Time** |
| Gathering information about the Share Point configuration. | 15 |
| Select the exact solution for configure Share Point. | 10 |
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| 4. Pre-work/Preparation (documents/handouts to bring, reading material, etc.) | | |
| **Discussion** | **Decidsion** | **Action To Taken** |
| Discussion for Gathering information about the Share Point configuration. | Everyone is provide different information for configure Share Point. | Developer will configure the Share point |
| Discussion for select the exact solution for configuration of Share point. | The possible solution for the configuration of Share Point is selected. | Everyone is agree with this solution |
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| 5. Next Meeting | | | | | | |
| **Date:** (MM/DD/YYYY) | | 19-09-2020 | **Time:** | 04.00pm | **Location:** | Google Meet |
| Objective: | The university is selected today and the next task is for individual role is configuration of Share Point. | | | | | |

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**MEETING MINUTES-04**

| **Meeting/Project Name:** |  | | |
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| **Date of Meeting:** (MM/DD/YYYY) | 19-09-2020 | **Time:** | 04.00pm |
| **Meeting Facilitator:** |  | **Location:** | Google Meet |

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| 1. Meeting Objective |
| Selecting a feature which will be the main feature of the project. |

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| 2. Attendees | | |
| **Name** | **Project Role** | **Email** |
| 001139284 | Scrum Master | alamin01736360543@gmail.com |
| 001136520 | Analyst | naiemaakter7898@gmail.com |
| 001136698 | Designer | tasnimsohel3476@gmail.com |
| 001137505 | Developer | astroniloy@gmail.com |
| 001137503 | Tester | aknoman9@gmail.com |

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| 3. Meeting Agenda | | | | |
| **Topic** | | | **Time** | |
| Selecting a feature which will be the main feature of the project. | | | 10 | |
| Possiable solution for develop the feature | | | 10 | |
| Possiable testing of the feature | | | 10 | |
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| 4. Pre-work/Preparation (documents/handouts to bring, reading material, etc.) | | | | |
| **Discussion** | | **Decidsion** | **Action To Taken** | |
| Discussion for Selecting a feature which will be the main feature of the project. | | Provideing different oppnion from the team members | Enquery ferature will be the main feature. | |
| Discussion for possiabl solution how the feature will develop | | Possible solution is decided | Developer willl develop the feature properly. | |
| Discussion for possiable testing of the feature | |  |  | |
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| 5. Next Meeting | | | | | | |
| **Date:** (MM/DD/YYYY) | | 25-09-2020 | **Time:** | 04.00pm | **Location:** | Google Meet |
| Objective: | Today is decided the main feature for the project and the next task for individual role is provide information about university Course offer. | | | | | |

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**MEETING MINUTES-05**

| **Meeting/Project Name:** |  | | |
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| **Date of Meeting:** (MM/DD/YYYY) | 25-09-2020 | **Time:** | 04.00pm |
| **Meeting Facilitator:** |  | **Location:** | Google Meet |

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| 1. Meeting Objective |
| Provide information about University Course Offer page. |

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| 2. Attendees | | |
| **Name** | **Project Role** | **Email** |
| 001139284 | Scrum Master | alamin01736360543@gmail.com |
| 001136520 | Analyst | naiemaakter7898@gmail.com |
| 001136698 | Designer | tasnimsohel3476@gmail.com |
| 001137505 | Developer | astroniloy@gmail.com |
| 001137503 | Tester | aknoman9@gmail.com |

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| 3. Meeting Agenda | |
| **Topic** | **Time** |
| Provide information about university Course offer | 15 |
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| 4. Pre-work/Preparation (documents/handouts to bring, reading material, etc.) | | |
| **Discussion** | **Decidsion** | **Action To Taken** |
| Discussion for different courses | Courses is selected | Analyst will difine the courses |
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| 5. Next Meeting | | | | | | |
| **Date:** (MM/DD/YYYY) | | 29-09-2020 | **Time:** | 04.00pm | **Location:** | Google Meet |
| Objective: | The possible solution for university course offer page is decided today and the next task for individual role is provide information about University research and documents. | | | | | |

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**MEETING MINUTES-06**

| **Meeting/Project Name:** |  | | |
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| **Date of Meeting:** (MM/DD/YYYY) | 29-09-2020 | **Time:** | 04.00pm |
| **Meeting Facilitator:** |  | **Location:** | Google Meet |

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| 1. Meeting Objective |
| Gather information about University research and documents page. |

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| 2. Attendees | | |
| **Name** | **Project Role** | **Email** |
| 001139284 | Scrum Master | alamin01736360543@gmail.com |
| 001136520 | Analyst | naiemaakter7898@gmail.com |
| 001136698 | Designer | tasnimsohel3476@gmail.com |
| 001137505 | Developer | astroniloy@gmail.com |
| 001137503 | Tester | aknoman9@gmail.com |

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| 3. Meeting Agenda | |
| **Topic** | **Time** |
| Gather information about University research and documents page. | 15 |
| Provide information about which research and document will be include there | 10 |
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| 4. Pre-work/Preparation (documents/handouts to bring, reading material, etc.) | | |
| **Discussion** | **Decidsion** | **Action To Taken** |
| Discussion for Gather information about University research and documents page | Analyst will be gather information about the research and documents page. | Following the decidsion the developer will develop the page |
| Discussion for which research and document will be include there | Provideing different oppnion from the team members. | Through the discussin every one have seleted some researc and document which will be included in the page. |
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| 5. Next Meeting | | | | | | |
| **Date:** (MM/DD/YYYY) | | 05-10-2020 | **Time:** | 04.00pm | **Location:** | Google Meet |
| Objective: | The possible solution for university research page is decided today and the next task for individual role is provide information about University news. | | | | | |

**MEETING MINUTES-07**

| **Meeting/Project Name:** |  | | |
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| **Date of Meeting:** (MM/DD/YYYY) | 29-09-2020 | **Time:** | 04.00pm |
| **Meeting Facilitator:** |  | **Location:** | Google Meet |

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| 1. Meeting Objective |
| Gather information about University News**.** |

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| 2. Attendees | | |
| **Name** | **Project Role** | **Email** |
| 001139284 | Scrum Master | alamin01736360543@gmail.com |
| 001136520 | Analyst | naiemaakter7898@gmail.com |
| 001136698 | Designer | tasnimsohel3476@gmail.com |
| 001137505 | Developer | astroniloy@gmail.com |
| 001137503 | Tester | aknoman9@gmail.com |

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| 3. Meeting Agenda | |
| **Topic** | **Time** |
| Gather information about University news page. | 15 |
| Selection for which news will be provise there | 10 |
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| 4. Pre-work/Preparation (documents/handouts to bring, reading material, etc.) | | |
| **Discussion** | **Decidsion** | **Action To Taken** |
| Discussion for Gather information about University news page. | Analyst will be gather information about the university news page. | After gathering the information the developer will develop the page |
| Discussion for Selection about which news will be provise there | Provideing different oppnion from the team members. | Staff update current-news about the university will be provid there. |
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| 5. Next Meeting | | | | | | |
| **Date:** (MM/DD/YYYY) | | 05-10-2020 | **Time:** | 04.00pm | **Location:** | Google Meet |
| Objective: | The possible solution for university news page is decided today and the next task for individual role is provide information about University success stories of previous students. | | | | | |

**MEETING MINUTES-08**

| **Meeting/Project Name:** |  | | |
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| **Date of Meeting:** (MM/DD/YYYY) | 05-10-2020 | **Time:** | 04.00pm |
| **Meeting Facilitator:** |  | **Location:** | Google Meet |

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| 1. Meeting Objective |
| Gather information about the university success stories of previous students. |

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| 2. Attendees | | |
| **Name** | **Project Role** | **Email** |
| 001139284 | Scrum Master | alamin01736360543@gmail.com |
| 001136520 | Analyst | naiemaakter7898@gmail.com |
| 001136698 | Designer | tasnimsohel3476@gmail.com |
| 001137505 | Developer | astroniloy@gmail.com |
| 001137503 | Tester | aknoman9@gmail.com |

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| 3. Meeting Agenda | |
| **Topic** | **Time** |
| Provide information about the university success stories of previous students. | 15 |
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| 4. Pre-work/Preparation (documents/handouts to bring, reading material, etc.) | | |
| **Discussion** | **Decidsion** | **Action To Taken** |
| Discussion for Provide information about the university success stories of previous students. | The analyst will provide the information about the university success stories of previous students. | After gathering the information the developer will develop the page. |
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| 5. Next Meeting | | | | | | |
| **Date:** (MM/DD/YYYY) | | 11-10-2020 | **Time:** | 04.00pm | **Location:** | Google Meet |
| Objective: | The possible solution for university success stories of previous student’s page is decided and the next task for individual role is provide information about university school/college. | | | | | |

**MEETING MINUTES-09**

| **Meeting/Project Name:** |  | | |
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| **Date of Meeting:** (MM/DD/YYYY) | 11-10-2020 | **Time:** | 04.00pm |
| **Meeting Facilitator:** |  | **Location:** | Google Meet |

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| 1. Meeting Objective |
| Gather information about the university school/college page. |

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| 2. Attendees | | |
| **Name** | **Project Role** | **Email** |
| 001139284 | Scrum Master | alamin01736360543@gmail.com |
| 001136520 | Analyst | naiemaakter7898@gmail.com |
| 001136698 | Designer | tasnimsohel3476@gmail.com |
| 001137505 | Developer | astroniloy@gmail.com |
| 001137503 | Tester | aknoman9@gmail.com |

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| 3. Meeting Agenda | |
| **Topic** | **Time** |
| Gather information about the university school/college | 15 |
| Define which information will be provide there. | 10 |
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| 4. Pre-work/Preparation (documents/handouts to bring, reading material, etc.) | | |
| **Discussion** | **Decidsion** | **Action To Taken** |
| Discussion for gather information about the university school/college | The analyst will provide the information about the university school/college | After gathering the information the developer will develop the page. |
| Discussion for which information will be provide there | Provideing different oppnion from the team members. | Selected information will include there. |
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| 5. Next Meeting | | | | | | |
| **Date:** (MM/DD/YYYY) | | 17-10-2020 | **Time:** | 04.00pm | **Location:** | Google Meet |
| Objective: | The possible solution for the university school/college page is decided and the next task for individual role is provide information about university contact details. | | | | | |

**MEETING MINUTES-10**

| **Meeting/Project Name:** |  | | |
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| **Date of Meeting:** (MM/DD/YYYY) | 17-10-2020 | **Time:** | 04.00pm |
| **Meeting Facilitator:** |  | **Location:** | Google Meet |

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| 1. Meeting Objective |
| Gather information about the university contact details page. |

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| 2. Attendees | | |
| **Name** | **Project Role** | **Email** |
| 001139284 | Scrum Master | alamin01736360543@gmail.com |
| 001136520 | Analyst | naiemaakter7898@gmail.com |
| 001136698 | Designer | tasnimsohel3476@gmail.com |
| 001137505 | Developer | astroniloy@gmail.com |
| 001137503 | Tester | aknoman9@gmail.com |

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| 3. Meeting Agenda | |
| **Topic** | **Time** |
| Gather information about the university contact details | 15 |
| Define which information will be provide on contact details form | 10 |
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| 4. Pre-work/Preparation (documents/handouts to bring, reading material, etc.) | | |
| **Discussion** | **Decidsion** | **Action To Taken** |
| Discussion for gather information about the university contct details | The analyst will provide the information about the university contact details | After gathering the information the developer will develop the page. |
| Discussion for which information will be provide on contact details form | Provideing different oppnion from the team members. | Selected information will include there. |
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| 5. Next Meeting | | | | | | |
| **Date:** (MM/DD/YYYY) | | 22-10-2020 | **Time:** | 04.00pm | **Location:** | Google Meet |
| Objective: | The possible solution for the university contact details page is decided and the next task for individual role is provide information about university enquiry. | | | | | |

**MEETING MINUTES-11**

| **Meeting/Project Name:** |  | | |
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| **Date of Meeting:** (MM/DD/YYYY) | 22-10-2020 | **Time:** | 04.00pm |
| **Meeting Facilitator:** |  | **Location:** | Google Meet |

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| 1. Meeting Objective |
| Gather information about the university enquiry page. |

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| 2. Attendees | | |
| **Name** | **Project Role** | **Email** |
| 001139284 | Scrum Master | alamin01736360543@gmail.com |
| 001136520 | Analyst | naiemaakter7898@gmail.com |
| 001136698 | Designer | tasnimsohel3476@gmail.com |
| 001137505 | Developer | astroniloy@gmail.com |
| 001137503 | Tester | aknoman9@gmail.com |

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| 3. Meeting Agenda | |
| **Topic** | **Time** |
| Provide information about the university enquiry | 15 |
| Define which enquiry will be provide on the enquiry form | 10 |
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| 4. Pre-work/Preparation (documents/handouts to bring, reading material, etc.) | | |
| **Discussion** | **Decidsion** | **Action To Taken** |
| Discussion for Provide information about the university enquiry | The analyst will provide the information about the university enquiry | After gathering the information the developer will develop the page. |
| Discussion for which enquiry will be provide on the enquiry form | Provideing different oppnion from the team members. | Selected information will include in the enquiry form. |
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| 5. Next Meeting | | | | | | |
| **Date:** (MM/DD/YYYY) | |  | **Time:** | 04.00pm | **Location:** | Google Meet |
| Objective: | The possible solution for the university enquiry page is decided today. | | | | | |