Minutes of Meeting:

Minutes of meeting – 01

|  |  |  |  |
| --- | --- | --- | --- |
| Meeting/Project Name: | ICM Group Task | | |
| Date of meeting: 09/20/2020  (MM/DD/YYYY) |  | Time: | 1:00pm |
| Meeting Facilitator: |  | Location: | Google meet |

|  |
| --- |
| 1. Meeting Objective |
| The meeting was all about defining different roles and individual tasks for each member of the group for the first two sprint of the project. |

|  |  |  |
| --- | --- | --- |
| 1. Attendees | | |
| Banner ID | Project Role | Email |
| 001136537 | Scrum Master | yeasinahmed1997@gmail.com |
| 001000069 | Designer and developer | 1000317@daffodil.ac |
| 001136734 | Analyst | nishatalazim89@gmail.com |
| 001136697 | Tester | Msdiit123@gmail.com |

|  |  |
| --- | --- |
| 1. Meeting Agenda | |
| Topic | Time |
| Choosing individual roles. | 10 min |
| Creating an easy and common communication platform for all the members to connect. | 10 min |

|  |  |  |
| --- | --- | --- |
| 1. Pre-work/Preparation | | |
| Discussion | Decision | Action to take |
| Discussion on choosing individual roles of the members. | Individual roles for each member have been decided where 001136537 ID will play the role of the scrum master, | With individual role comes individual tasks and all the member will do their part and update the scrum master and if they face any problem, they will discuss it in the messenger group chat. |
| Discussion on choosing the best platform to use for communicating with each other. | A messenger group will be created with all the members of the group because its common and easy to use. | Creating the group is the work of scrum master. |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 1. Next Meeting | | | | | | |
| Date:  (MM/DD/YYYY) | 9/28/2020 | | Time: | 2:pm | Location | Google meet |
| Objective: | | Getting updated about the works decided today and defining the individual tasks for the first two sprints. | | | | |

Minutes of meeting – 02

|  |  |  |  |
| --- | --- | --- | --- |
| Meeting/Project Name: | ICM Group Task | | |
| Date of meeting:  (MM/DD/YYYY) | 9/28/2020 | Time: | 2:00 pm |
| Meeting Facilitator: |  | Location: | Google meet |

|  |
| --- |
| 1. Meeting Objective |
| This meeting objective was to see the progress of the work assigned to different roles. And if anyone had any problem they discuss about it. |

|  |  |  |
| --- | --- | --- |
| 1. Attendees | | |
| Banner ID | Project Role | Email |
| 001136537 | Scrum Master | yeasinahmed1997@gmail.com |
| 001000069 | Designer and developer | 1000317@daffodil.ac |
| 001136734 | Analyst | nishatalazim89@gmail.com |
| 001136697 | Tester | Msdiit123@gmail.com |

|  |  |
| --- | --- |
| 1. Meeting Agenda | |
| Topic | Time |
| Progress of the work. | 20min |
| Discussion about the problems. | 20min |

|  |  |  |
| --- | --- | --- |
| 1. Pre-work/Preparation | | |
| Discussion | Decision | Action to take |
| Discussion about progress of the work. | Everyone’s work was discussed and everyone is doing their work well. | With individual role comes individual tasks and all the member will do their part and update the scrum master and if they face any problem, they will discuss it in the messenger group chat. |
| Discussion about the problems | The problems were solved by the effort of everyone on the time. | We had to learn new things to overcome our problems. |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 1. Next Meeting | | | | | | |
| Date: 10/7/2020  (MM/DD/YYYY) |  | | Time: 10am |  | Location  Google meet |  |
| Objective: | | Getting updated about the works decided today and defining the individual tasks for the first two sprints. | | | | |

Minutes of Meeting:

Minutes of meeting – 03

|  |  |  |  |
| --- | --- | --- | --- |
| Meeting/Project Name: | ICM Group Task | | |
| Date of meeting:10/7/2020  (MM/DD/YYYY) |  | Time: 10am |  |
| Meeting Facilitator: |  | Location: | Google meet |

|  |
| --- |
| 1. Meeting Objective |
| This meeting objective was to see the progress of the work assigned to different roles. And if anyone had any problem they discuss about it. |

|  |  |  |
| --- | --- | --- |
| 1. Attendees | | |
| Banner ID | Project Role | Email |
| 001136537 | Scrum Master | yeasinahmed1997@gmail.com |
| 001000069 | Designer and developer | 1000317@daffodil.ac |
| 001136734 | Analyst | nishatalazim89@gmail.com |
| 001136697 | Tester | Msdiit123@gmail.com |

|  |  |
| --- | --- |
| 1. Meeting Agenda | |
| Topic | Time |
| Progress of the work. |  |
| Discussion about the problems. |  |

|  |  |  |
| --- | --- | --- |
| 1. Pre-work/Preparation | | |
| Discussion | Decision | Action to take |
| Discussion about progress of the work. | All their work was done | All the members did their best to do the work. |
| Discussion about the problems | There was no problems. | We had to learn new things to overcome our problems. |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 1. Next Meeting | | | | | | |
| Date:  (MM/DD/YYYY) | 10/15/2020 | | Time: |  | Location |  |
| Objective: | | Getting updated about the works decided today and defining the individual tasks for the first two sprints. | | | | |