

## **Sprint 01 Planning Meeting Minutes**

**Date/Location:** 24-10-2024, Online

**Attendees:** Syeda Faria Sithi(SF), Nasrin Akter Shimu(NA), Sovon Mallick(SM), Sunirmol Mollik Nil(SMN), Musfikus Salihin Sifat(MS), Sadman Sakib Sarkar(SS)

**Start Time:** 11:00 pm

**End Time:** 12:15 am

**Meeting Chair:** SM

**Minute Taker:** SS

### **Decisions**

=====

#### **1. Roles Assignment:**

- a. **Product Owner:** Sadman Sakib Sarkar (SS)
- b. **Scrum Master:** Sunirmol Mollik Nil (SMN)
- c. **Scrum Team Members:** Syeda Faria Sithi (SF), Nasrin Akter Shimu (NA), Sovon Mallick (SM), Musfikus Salihin Sifat (MS)

#### **2. Sprint Goals and Tasks:**

- a. Sprint 01 will implement 6 prioritized features from the product backlog.
- b. Each team member is responsible for completing 1 feature for this sprint.

#### **3. Backlog Organization:**

- a. Created a Trello board for the product backlog with all 12 project features.
- b. Created a separate Trello board for the Sprint 01 backlog and swiped 6 prioritized features from the product backlog to the sprint backlog.

#### **4. Time Estimation and Management:**

- a. Estimated time for each feature was discussed and decided upon.
- b. Chose Toggl as the time management tool. Each team member will start Toggl when beginning work on their feature and stop it at the end of each session.

#### **5. Daily Scrum Meetings:**

- a. Decided to hold daily Scrum meetings every other day at 11 pm to track progress and discuss any blockers.

## Actions

=====

Actions	Allocated Team Members	Deadlline
Complete 1 assigned feature each	All Scrum Team Members	02-11-2024
Track time using Toggl	All Scrum Team Members	Ongoing
Attend Scrum meetings	All Scrum Team Members	Every other day