

JU_Six_S Team - National Disaster Response System (NDRS)

Sprint 02 Planning Meeting Minutes

Date:	November 03, 2024
Start Time:	10:30 PM
End Time:	11:30 PM
Meeting Platform:	Discord Stream Room
Attendees:	Syeda Faria Sithi (SF), Nasrin Akter Shimu (NA), Sovon Mallick (SM), Sunirmol Mollik Nil (SMN), Musfikus Salihin Sifat (MS), Sadman Sakib Sarkar (SS)
Meeting Chair:	Sovon Mallick (SM)
Minute Taker:	Syeda Faria Sithi (SF)

Decisions:

1. Roles Assignments:

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

2. Sprint Goals and Tasks:

- Sprint 02 will focus on implementing six remaining features from the product backlog.
- Each team member is responsible for completing one feature in this sprint.

- **NA:** “Report Incidents and Request Assistance”
- **SF:** “Notify Real Time Alert”
- **SM:** “Assess Damage”
- **SMN:** “Coordinate Volunteer and NGO”
- **MS:** “Get Shelter Center Information”
- **SS:** “Make a Donation”

3. Backlog Organization

- A separate **Trello** board has been created for the Sprint 02 backlog.
- Six remaining features were moved from the product backlog to the sprint backlog.

4. Git Branch Creation:

- Six new branches have been created in **Git** for the features assigned to each member.
- Branch names should follow this format: "teamMemberName-featureName" (e.g., "Sithi-notify-real-time-alert").

5. New Discord Channel:

- A new **Discord** channel has been opened for Sprint 02 discussions.

6. Time Estimation and Management:

- Estimated times for each feature were discussed and decided based on experiences from Sprint 01.
- **Toggl** will continue to be used for time tracking; each team member will start **Toggl** at the beginning of work on their feature and stop it at the end of each session.
- Team members are encouraged to use **Toggl** more diligently than in Sprint 01.

7. Daily Scrum Meetings:

- Daily Scrum meetings are scheduled every other day at **10:30 pm** to track progress and address any blockers.

Actions:

Actions	Allocated Team Members	Deadlines
Complete assigned feature	All Team Members	12-11-24
Track time using Toggl	All Team members	Ongoing
Gain knowledge about TDD	All Team members	05-11-2024
Attend Scrum meetings	All Team members	Every other day