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)

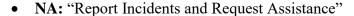
Decisions:

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.



• **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

Prepared by: Syeda Faria Sithi

Date: 04-11-2024