**Final Runners**

**MEETING MINUTES**

| **Meeting/Project Name:** | University of Northampton | | |
| --- | --- | --- | --- |
| **Date of Meeting:** (MM/DD/YYYY) | 09/09/2020 | **Time:** | 8.30 PM |
| **Meeting Facilitator:** |  | **Location:** | Online |

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| 1. Meeting Objective |
| General Introduction  Team name Selection  Meeting Platform Selection |

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| 2. Attendees | | |
| **Name** | **Project Role** | **Email** |
| fk1918g | Not decided | faahad.hossain@gmail.com |
| mb2889q | Not decided | younusml040@gmail.com |
| jt5268i | Not decided | 1000499@daffodil.ac |
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| 3. Meeting Agenda | |
| **Topic** | **Time** |
| General Introduction | 10 minutes |
| Team Name Selection | 10 minutes |
| Meeting Platform Selection | 5 minutes |
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| 4. Pre-work/Preparation (documents/handouts to bring, reading material, etc.) | | |
| **Discussion** | **Decidsion** | **Action To Taken** |
| Group Introduction | Each members introduced themeselves | No Actions were taken |
| Team Name Selection | Several Name were proposed by all members. | Online voting was followed to select the name and Final Runners was selected as group name. |
| All group meeting holding platform selection | Since the gorup will be working remotely from each house all meetings will be done through online platforms. | Messager was selcted for Group audio meeting.  Google Meet was selected for video conferience. |
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| 5. Next Meeting | | | | | | |
| **Date:** (MM/DD/YYYY) | | 09/11/2020 | **Time:** | 8.30pm | **Location:** | Online |
| Objective: | Group Members role Selection | | | | | |

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| **Meeting/Project Name:** | University of Northampton | | |
| --- | --- | --- | --- |
| **Date of Meeting:** (MM/DD/YYYY) | 09/11/2020 | **Time:** | 8.30 PM |
| **Meeting Facilitator:** |  | **Location:** | Online |

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| --- |
| 1. Meeting Objective |
| Group Members role Selection |

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| 2. Attendees | | |
| **Name** | **Project Role** | **Email** |
| fk1918g | Scrum Master & Developer | faahad.hossain@gmail.com |
| mb2889q | Designer | younusml040@gmail.com |
| jt5268i | Analyst | 1000499@daffodil.ac |
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| 3. Meeting Agenda | |
| **Topic** | **Time** |
| Preferances for Role | 5 minutes |
| Discussing Role Responsibilities | 10 minutes |
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| 4. Pre-work/Preparation (documents/handouts to bring, reading material, etc.) | | |
| **Discussion** | **Decidsion** | **Action To Taken** |
| Individula Preferences for playing the role | Each members introduced themeselves | No Actions were taken |
| Discussing the roles and responsibilities | All the reponsibilities will be noted down and their contribution will be kept on onine platform for easy access to other group members. | 1. Role responsibilties Noted down as a list. 2. Google Drive was selected as online platform. |
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| 5. Next Meeting | | | | | | |
| **Date:** (MM/DD/YYYY) | | 09/13/2020 | **Time:** | 10.00 pm | **Location:** | Online |
| Objective: | University Selection for the Course work project | | | | | |

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| **Meeting/Project Name:** | University of Northampton | | |
| --- | --- | --- | --- |
| **Date of Meeting:** (MM/DD/YYYY) | 09/13/2020 | **Time:** | 10.00 PM |
| **Meeting Facilitator:** |  | **Location:** | Online |

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| --- |
| 1. Meeting Objective |
| University Selection for the Course work Project |

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| 2. Attendees | | |
| **Name** | **Project Role** | **Email** |
| fk1918g | Scrum Master & Developer | faahad.hossain@gmail.com |
| mb2889q | Designer | younusml040@gmail.com |
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| 3. Meeting Agenda | |
| **Topic** | **Time** |
| University Features for Course requirement | 10 minutes |
| Proposing Multiple universities for the course work | 5 minutes |
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| 4. Pre-work/Preparation (documents/handouts to bring, reading material, etc.) | | |
| **Discussion** | **Decidsion** | **Action To Taken** |
| Similarities between Course Requirements must matech with the universities. | Primarily selected universities:   1. University of Sydney 2. University of Manchester 3. University of Northampton | Based on other team of the course final university will be selected so that same university is not developed. |
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| 5. Next Meeting | | | | | | |
| **Date:** (MM/DD/YYYY) | | 09/16/2020 | **Time:** | 9.30 pm | **Location:** | Online |
| Objective: | Selected University Analysis | | | | | |

**Final Runners**

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| **Meeting/Project Name:** | University of Northampton | | |
| --- | --- | --- | --- |
| **Date of Meeting:** (MM/DD/YYYY) | 09/16/2020 | **Time:** | 10.00 PM |
| **Meeting Facilitator:** |  | **Location:** | Online |

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| 1. Meeting Objective |
| Selected University Analysis |

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| 2. Attendees | | |
| **Name** | **Project Role** | **Email** |
| fk1918g | Scrum Master & Developer | faahad.hossain@gmail.com |
| mb2889q | Designer | younusml040@gmail.com |
| jt5268i | Analyst | 1000499@daffodil.ac |
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| 3. Meeting Agenda | |
| **Topic** | **Time** |
| Which pages requires to be developed for the course. | 5 minutes |
| Ensuring the user’s role for who will be accessing the website. | 5 minutes |
| What should be limiations for verious types of user roles. | 5 minutes |
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| 4. Pre-work/Preparation (documents/handouts to bring, reading material, etc.) | | |
| **Discussion** | **Decidsion** | **Action To Taken** |
| Only the course required pages will be developed and if required related pages will also be developed. | Initially decided for 8 pages to be developed for this course project. | Course requirement was justified and webiste pages were matched to identify the pages. |
| Assumtions were made for hypothetical user roles. | Initially 5 user roles were decided who will access the website. | Real website was analyzed to understand what kind of users the website might have. |
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| 5. Next Meeting | | | | | | |
| **Date:** (MM/DD/YYYY) | | 09/22/2020 | **Time:** | 9.30 pm | **Location:** | Online |
| Objective: | Assumptions for the development assistance | | | | | |

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| **Meeting/Project Name:** | University of Northampton | | |
| --- | --- | --- | --- |
| **Date of Meeting:** (MM/DD/YYYY) | 09/22/2020 | **Time:** | 10.00 PM |
| **Meeting Facilitator:** |  | **Location:** | Online |

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| 1. Meeting Objective |
| Assumptions for user roles.  Assumptions for Requirements.  User stories. |

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| 2. Attendees | | |
| **Name** | **Project Role** | **Email** |
| fk1918g | Scrum Master & Developer | faahad.hossain@gmail.com |
| mb2889q | Designer | younusml040@gmail.com |
| jt5268i | Analyst | 1000499@daffodil.ac |
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| 3. Meeting Agenda | |
| **Topic** | **Time** |
| Website user’s role were defined from the assumption. | 5 minutes |
| Additional requirements to support site performance. | 5 minutes |
| User Stories analysis. | 5 minutes |
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| 4. Pre-work/Preparation (documents/handouts to bring, reading material, etc.) | | |
| **Discussion** | **Decidsion** | **Action To Taken** |
| Unauthorized users, staffs, teachers, students and site admin will be using the website. | Selected User roles: Visitors, Staffs, Teacher, Student, Amdin | Assumtions and site survey was taken for selecting the user roles. |
| Since the website is a clone of another real site therefore no additional requirements were added. | No additional requirement will be added. | Course requirement analysis. |
| User stories was analyzed based on course requeirement. | User stories was analyzed for further assumtion | User stories was formulated and structured. |
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| 5. Next Meeting | | | | | | |
| **Date:** (MM/DD/YYYY) | | 09/25/2020 | **Time:** | 9.30 pm | **Location:** | Online |
| Objective: | Product backlog and Sprint Planning | | | | | |

**Final Runners**

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| **Meeting/Project Name:** | University of Northampton | | |
| --- | --- | --- | --- |
| **Date of Meeting:** (MM/DD/YYYY) | 09/25/2020 | **Time:** | 9.30 PM |
| **Meeting Facilitator:** |  | **Location:** | Online |

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| --- |
| 1. Meeting Objective |
| Product backlog and Sprint Planning |

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| --- | --- | --- |
| 2. Attendees | | |
| **Name** | **Project Role** | **Email** |
| fk1918g | Scrum Master & Developer | faahad.hossain@gmail.com |
| mb2889q | Designer | younusml040@gmail.com |
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| 3. Meeting Agenda | |
| **Topic** | **Time** |
| Product backlog specification | 10 minutes |
| Sprint Plannig | 5 minutes |
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| 4. Pre-work/Preparation (documents/handouts to bring, reading material, etc.) | | |
| **Discussion** | **Decidsion** | **Action To Taken** |
| All the requirements from assumptions and course requriements were analyzed to make product backlog. | MoSCoW was applied to make requirement prioritization. | MoSCoW was applied. |
| Course work duration was analysed to make sprint planning within fixed time. | Each sprint should not be more than 2 weeks was decided. | Time specific and team contribution hours were analyzed. |
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| 5. Next Meeting | | | | | | |
| **Date:** (MM/DD/YYYY) | | 09/28/2020 | **Time:** | 9.30 pm | **Location:** | Online |
| Objective: | Sprint Backlog | | | | | |

**Final Runners**

**MEETING MINUTES**

| **Meeting/Project Name:** | University of Northampton | | |
| --- | --- | --- | --- |
| **Date of Meeting:** (MM/DD/YYYY) | 09/28/2020 | **Time:** | 9.30 PM |
| **Meeting Facilitator:** |  | **Location:** | Online |

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| --- |
| 1. Meeting Objective |
| Sprint Backlog |

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| --- | --- | --- |
| 2. Attendees | | |
| **Name** | **Project Role** | **Email** |
| fk1918g | Scrum Master & Developer | faahad.hossain@gmail.com |
| mb2889q | Designer | younusml040@gmail.com |
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| 3. Meeting Agenda | |
| **Topic** | **Time** |
| Sprint features specification | 10 minutes |
| Sprint time complexity | 5 minutes |
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| 4. Pre-work/Preparation (documents/handouts to bring, reading material, etc.) | | |
| **Discussion** | **Decidsion** | **Action To Taken** |
| What features will be developed within sprints | Multiple similar feature will be developed in two week sprint | Similar features were selected |
| Five Sprints were decided for project to be developed | Similar features and their estimated size was evaluated for fixing sprints | 5 sprint will run sequncially throughotu the the whole project time. |
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| 5. Next Meeting | | | | | | |
| **Date:** (MM/DD/YYYY) | | 10/01/2020 | **Time:** | 9.30 pm | **Location:** | Online |
| Objective: | Use case, Initial Class Diagram and ERD analysis | | | | | |

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| **Meeting/Project Name:** | University of Northampton | | |
| --- | --- | --- | --- |
| **Date of Meeting:** (MM/DD/YYYY) | 10/01/2020 | **Time:** | 9.30 PM |
| **Meeting Facilitator:** |  | **Location:** | Online |

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| --- |
| 1. Meeting Objective |
| Use case, Initial Class Diagram and ERD analysis |

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| 2. Attendees | | |
| **Name** | **Project Role** | **Email** |
| fk1918g | Scrum Master & Developer | faahad.hossain@gmail.com |
| mb2889q | Designer | younusml040@gmail.com |
| jt5268i | Analyst | 1000499@daffodil.ac |
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| 3. Meeting Agenda | |
| **Topic** | **Time** |
| Use case analysis | 5 minutes |
| Initial Class Diagram | 5 minutes |
| ERD | 5 minutes |
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| 4. Pre-work/Preparation (documents/handouts to bring, reading material, etc.) | | |
| **Discussion** | **Decidsion** | **Action To Taken** |
| Based on users roles and actions with the website and it’s accessibility | 5 roles were decided and their interaction with the webstie designed as use case. | Use case generated based on user roles and their interaction. |
| Based on requirements and assumptions Intial class diagram was decided | Initial class diagram was analyzed. | Initial class diagram was developed. |
| ERD was designed based on project requriements | ERD scope was analyzed. | ERD was designed. |
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| 5. Next Meeting | | | | | | |
| **Date:** (MM/DD/YYYY) | | 10/05/2020 | **Time:** | 9.30 pm | **Location:** | Online |
| Objective: | Wireframe, Scratch and Information Architecture | | | | | |

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| **Meeting/Project Name:** | University of Northampton | | |
| --- | --- | --- | --- |
| **Date of Meeting:** (MM/DD/YYYY) | 10/05/2020 | **Time:** | 9.30 PM |
| **Meeting Facilitator:** |  | **Location:** | Online |

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| --- |
| 1. Meeting Objective |
| Wireframe, Scratch and Information Architecture |

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| --- | --- | --- |
| 2. Attendees | | |
| **Name** | **Project Role** | **Email** |
| fk1918g | Scrum Master & Developer | faahad.hossain@gmail.com |
| mb2889q | Designer | younusml040@gmail.com |
| ms6838h | Tester | 1000757@daffofil.ac |
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| 3. Meeting Agenda | |
| **Topic** | **Time** |
| **Scratch** | 5 minutes |
| **Wireframe** | 5 minutes |
| Information Architecture | 5 minutes |
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| 4. Pre-work/Preparation (documents/handouts to bring, reading material, etc.) | | |
| **Discussion** | **Decidsion** | **Action To Taken** |
| Website Scratch analysis regarding the live website | 8 pages scratches were made | Site scratches was analyzed |
| Website wireframe analysis | Wireframes were analyzed based on scratches | Wireframes were designed and developed |
| Information architecture based on site navigation was analyzed | No decision was taken since the real site had not site map. | Future analysis will be required |
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| 5. Next Meeting | | | | | | |
| **Date:** (MM/DD/YYYY) | | 10/11/2020 | **Time:** | 9.30 pm | **Location:** | Online |
| Objective: | SharePoint site structure and landing page development. | | | | | |