Minutes of meeting

Location: Virtual (Futurense)

Attendance: 18

Date: 3rd Jan 2024

Time: 11:00 AM

Facilitator: Dr. Akash Das

Discussions:

## Agile methodology

### A brief overview was provided on the Software Development Life Cycle (SDLC) model, emphasizing the drawbacks of the inability to revert or make changes in previous phases. Consequently, the Spiral Model was introduced, featuring iterative cycles through all phases.

### Following this, the Prototype Model and Rapid Application Development (RAD) Model were discussed. The conversation then delved into an explanation of the Agile model and its advantages over preceding models.

## Scrum

### The facilitator highlighted the significance and benefits of Scrum, emphasizing its division into sprints. In these sprints, a considerable amount of work is segmented into smaller tasks and addressed within a defined timeframe, enhancing overall efficiency. Notably, Scrum promotes an informal documentation approach, fostering more in-person meetings to discuss project status and future plans. The methodology discourages extensive planning, favoring incremental planning where steps are determined dynamically throughout the process.

## Sprints

### We proceed with an overview of sprints, discussing their duration and highlighting their utility in project management. The assignment of tasks to sprints is overseen by the scrum master, responsible for project management. The product backlog encompasses all tasks necessary for completing the sprint, with user stories representing individual assignments to team members. A Sprint Retrospective meeting is conducted to gather information on the status of each member assigned to the sprint.

# Agreed Actions:

### Create an account on [monday.com](http://monday.com)

### Install GIT SCM

### Install Visual studio

### Created a MoM for today’s session