**MEETING MINUTES - 1**

| **Meeting/Project Name:** | **ICM Group Task** | | |
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| **Date of Meeting:** (MM/DD/YYYY) | 06-09-2020 | **Time:** | 10.00 pm |
| **Meeting Facilitator:** | Facebook | **Location:** | Messenger Group Call |

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| 1. Meeting Objective |
| To identify all the team members and to distribute the roles for the project and set up a task to find suitable websites for the project. |

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| 2. Attendees | | |
| **Banner ID** | **Project Role** | **Email** |
| 001121038 | Scrum Master | it43mamun@gmail.com |
| 001121609 | Analyst | shayerh9@gmail.com |
| 001121796 | Designer | [1000379@daffodil.ac](mailto:1000379@daffodil.ac) |
| 001121796 | Developer | [1000379@daffodil.ac](mailto:1000379@daffodil.ac) |
| 001121916 | Tester | sunjidakhondoker2393@gmail.com |

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| 3. Meeting Agenda | |
| **Topic** | **Time** |
| 1. Get introduced | 10 minutes |
| 2. Select individual roles | 20 minutes |
| 3. Creating a common place for communicating regularly. | 20 minutes |
| 4. Assign each tem member to find a suitable website for the project. | 10 minutes |

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| 4. Pre-work/Preparation (documents/handouts to bring, reading material, etc.) | | |
| **Discussion** | **Decision** | **Action To Taken** |
| 1. Introducing the team members with thyself. | All the team members have introduced themselves | At the very beginning of the meeting all the team members has been introduced themselves. |
| 2. The roles has been indentified and distributed among the team members | 001121038 ID will act as Scrum Master in the team. 001121609 ID will act as the analyst in the team. 001121796 will act as developer and designer in the team. 001121916 will play the role of the Tester in the team. | Once the team members has been introduced themselves the team members discussed among themselves and shared their roles. |
| 3. A common working place needs to be identified where the future group meetings can be held. | Google hangout is selected as the common place for meeting as the team members cannot meet in person due to this pandemic situation. | For communication a common working place has been selected after the team members has suggested few available places where the meeting can be held. |
| 4. All the necessary features need to be identified and discussed among the team membes so that they can find available websites to work on. | All the required features has been identified and the team members are assigned to find at least three websites. | All the necessary features has been discussed with the team members and they were asked to find out and select at least three university websites with the included features. |

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| 5. Next Meeting | | | | | | |
| **Date:** (MM/DD/YYYY) | | 10-09-2020 | **Time:** | 9.00 PM | **Location:** | Google Meet |
| Objective: | Get updates about each of the team members identified websites which fulfill the identified features based on the scenario and the team member should suggest the team’s name. | | | | | |

**MEETING MINUTES - 2**

| **Meeting/Project Name:** | **ICM Group Task** | | |
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| **Date of Meeting:** (MM/DD/YYYY) | 10-09-2020 | **Time:** | 9.00 PM |
| **Meeting Facilitator:** | Google | **Location:** | Google Meet |

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| 1. Meeting Objective |
| To identify all the team members and to distribute the roles for the project and set up a task to find suitable websites for the project. |

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| --- | --- | --- |
| 2. Attendees | | |
| **Banner ID** | **Project Role** | **Email** |
| 001121038 | Scrum Master | it43mamun@gmail.com |
| 001121609 | Analyst | shayerh9@gmail.com |
| 001121796 | Designer | [1000379@daffodil.ac](mailto:1000379@daffodil.ac) |
| 001121796 | Developer | [1000379@daffodil.ac](mailto:1000379@daffodil.ac) |
| 001121916 | Tester | sunjidakhondoker2393@gmail.com |

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| 3. Meeting Agenda | |
| **Topic** | **Time** |
| 1. The team name has been selected | 10 minutes |
| 2. All the identified websites which were found by the team members were shared. | 20 minutes |
| 1. Best three websites is selceted. | 20 minutes |
| 1. The scrum master was asked to share the selected websites and the name of the team with our course leader | 5 minutes |

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| 4. Pre-work/Preparation (documents/handouts to bring, reading material, etc.) | | |
| **Discussion** | **Decision** | **Action To Taken** |
| 1. Each member provided with ideas of the possible team name. | The team name ios selected as “Mind Benders”. | Everyone in the team suggested few possible names and the best name was selected. |
| 1. Each tem member shared their findings of the website. | Each team members shared their findings and shown their research. | Every one in the team shared their findings of the possible websites and ensured if those websites fulfills the criterea. |
| 1. Best three website is selected. | “Thompson Rivers University”, “University of Pennsylvania” and “University of Calgary in Alberta” was selected. | Best three website is selected amongst the identified 12 websites. |
| 1. The scrum master is responsible for sharing the selected website and team name with our course leader. | Selected three universities and the name of the team was share with the course leader. | Once the name of the website and the team name is selected the scrum master is responsible for notifying the course coordinator. |

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| 5. Next Meeting | | | | | | |
| **Date:** (MM/DD/YYYY) | | 14-09-2020 | **Time:** | 4.00 PM | **Location:** | Google Meet |
| Objective: | Identifying the major features of the system and prioritizing the selected features before starting development. | | | | | |

**MEETING MINUTES - 3**

| **Meeting/Project Name:** | **ICM Group Task** | | |
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| **Date of Meeting:** (MM/DD/YYYY) | 14-09-2020 | **Time:** | 4.00 PM |
| **Meeting Facilitator:** | Google | **Location:** | Google Meet |

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| 1. Meeting Objective |
| To identify all the team members and to distribute the roles for the project and set up a task to find suitable websites for the project. |

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| 2. Attendees | | |
| **Banner ID** | **Project Role** | **Email** |
| 001121038 | Scrum Master | it43mamun@gmail.com |
| 001121609 | Analyst | shayerh9@gmail.com |
| 001121796 | Designer | [1000379@daffodil.ac](mailto:1000379@daffodil.ac) |
| 001121796 | Developer | [1000379@daffodil.ac](mailto:1000379@daffodil.ac) |
| 001121916 | Tester | sunjidakhondoker2393@gmail.com |

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| 3. Meeting Agenda | |
| **Topic** | **Time** |
| 1. Identifying major features | 10 minutes |
| 2. Creating product backlog | 20 minutes |
| 3. Using MoSCoW Prioritization to prioritize the features. | 20 minutes |

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| 4. Pre-work/Preparation (documents/handouts to bring, reading material, etc.) | | |
| **Discussion** | **Decision** | **Action To Taken** |
| 1. Identify the major features which the developed system must have in the system. | All the team members should identify the major features for the system to be developed. | Major features needs to be identified for the proposed system. |
| 1. Product blacklog is need to be created. | Major features need to be categorized. | Major features needs to be seperated which could be develop for this system. |
| 1. Features need to be prioritized using the MoSCoW priotization. | Once the features has been categorized the features should be prioritized using MoSCoW prioritization. | Identified features needs to be prioritized. |

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| 5. Next Meeting | | | | | | |
| **Date:** (MM/DD/YYYY) | | 17-09-2020 | **Time:** | 5.00 PM | **Location:** | Google Meet |
| Objective: | User stories will be developed and will be discussed among the team members and the designer of the team will start designing the UI of the complete system. | | | | | |

**MEETING MINUTES - 4**

| **Meeting/Project Name:** | **ICM Group Task** | | |
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| **Date of Meeting:** (MM/DD/YYYY) | 17-09-2020 | **Time:** | 5.00 PM |
| **Meeting Facilitator:** | Google | **Location:** | Google Meet |

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| 1. Meeting Objective |
| Handing over the UI design to the developer by the designer and the analyst will deliver the user stories. The ERD will also be disussed |

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| 2. Attendees | | |
| **Banner ID** | **Project Role** | **Email** |
| 001121038 | Scrum Master | it43mamun@gmail.com |
| 001121609 | Analyst | shayerh9@gmail.com |
| 001121796 | Designer | [1000379@daffodil.ac](mailto:1000379@daffodil.ac) |
| 001121796 | Developer | [1000379@daffodil.ac](mailto:1000379@daffodil.ac) |
| 001121916 | Tester | sunjidakhondoker2393@gmail.com |

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| 3. Meeting Agenda | |
| **Topic** | **Time** |
| 1. Presentation on the developed UI design | 15 minutes |
| 2. Analyst will show the user stories. | 10 minutes |
| 3. ERD will be developed based on the user stories. | 30 minutes |

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| 4. Pre-work/Preparation (documents/handouts to bring, reading material, etc.) | | |
| **Discussion** | **Decision** | **Action To Taken** |
| 1. Presenting the UI design of the website. | The developed UI design for the proposed system is discussed by the designer of the team. | The design developed by the designer needs to be similar with the main website. |
| 1. User stories will be shared and discussed by the Analyst. | The user stories developed by the analyst needs to be share and dioscussed beifly with the team. | The developed User stories need to check and ensure if its right by the rest of the team members. |
| 1. ERD will be discussed which needs to be developed of the website. | ER diagram needs to be develop by the team. | Following the user stories the required ERD needs to be developed by the analyst so that the developer can develop the system following that ERD. |

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| 5. Next Meeting | | | | | | |
| **Date:** (MM/DD/YYYY) | | 21-09-2020 | **Time:** | 5.00 PM | **Location:** | Google Meet |
| Objective: | The developer needs to identify if he can develop the website in SharePoint as per designed by the designer. | | | | | |

**MEETING MINUTES - 5**

| **Meeting/Project Name:** | **ICM Group Task** | | |
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| **Date of Meeting:** (MM/DD/YYYY) | 21-09-2020 | **Time:** | 5.00 PM |
| **Meeting Facilitator:** | Google | **Location:** | Google Meet |

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| 1. Meeting Objective |
| Finding out the problems faced by the developer and trying to resolve the problems faced by the developer. |

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| 2. Attendees | | |
| **Banner ID** | **Project Role** | **Email** |
| 001121038 | Scrum Master | it43mamun@gmail.com |
| 001121609 | Analyst | shayerh9@gmail.com |
| 001121796 | Designer | [1000379@daffodil.ac](mailto:1000379@daffodil.ac) |
| 001121796 | Developer | [1000379@daffodil.ac](mailto:1000379@daffodil.ac) |
| 001121916 | Tester | sunjidakhondoker2393@gmail.com |

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| 3. Meeting Agenda | |
| **Topic** | **Time** |
| 1. Problems identified and faced by the developer. | 15 minutes |
| 1. How the problems faced by the developer can be resolved. | 15 minutes |
| 3. Finding out the possible solutions. | 30 minutes |

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| 4. Pre-work/Preparation (documents/handouts to bring, reading material, etc.) | | |
| **Discussion** | **Decision** | **Action To Taken** |
| 1. Problems faced by the developer. | While developing the sytem in SharePoint the developer faced many prblems those specified problems were shared with the team. | The develper did not have had previous experience on developing a system using SharePoint. |
| 1. How the problem can be minimized or resolved. | All the identified problems were discussed with the team to find out the possible solution. | The problems faced by the developer were identified and possible solution were tried to find out. |
| 1. Finding out the possible solution for the developer to work on. | The team needs to decide how to find a solution for the developer. | Possible solution was given to the developer so that the developer can start developing the system using SharePoint. |

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| 5. Next Meeting | | | | | | |
| **Date:** (MM/DD/YYYY) | | 28-09-2020 | **Time:** | 5.00 PM | **Location:** | Google Meet |
| Objective: | The system needs to be developed by the developer according to the UI design provided by the designer and should develop at least two viewable web pages and two working features. The analyst will develop the use case diagram and represent them in next meeting. | | | | | |

**MEETING MINUTES - 6**

| **Meeting/Project Name:** | **ICM Group Task** | | |
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| **Date of Meeting:** (MM/DD/YYYY) | 28-09-2020 | **Time:** | 5.00 PM |
| **Meeting Facilitator:** | Google | **Location:** | Google Meet |

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| 1. Meeting Objective |
| Viewing the workdone by the developer and the analyst on Use Case Diagram. |

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| 2. Attendees | | |
| **Banner ID** | **Project Role** | **Email** |
| 001121038 | Scrum Master | it43mamun@gmail.com |
| 001121609 | Analyst | shayerh9@gmail.com |
| 001121796 | Designer | [1000379@daffodil.ac](mailto:1000379@daffodil.ac) |
| 001121796 | Developer | [1000379@daffodil.ac](mailto:1000379@daffodil.ac) |
| 001121916 | Tester | sunjidakhondoker2393@gmail.com |

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| 3. Meeting Agenda | |
| **Topic** | **Time** |
| 1. Presentation on the developed web pages. | 20 minutes |
| 2. Presentation on developed features. | 15 minutes |
| 3. Presentation on developed Use Case diagram. | 10 minutes |

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| 4. Pre-work/Preparation (documents/handouts to bring, reading material, etc.) | | |
| **Discussion** | **Decision** | **Action To Taken** |
| 1. Presenting the developed web pages. | The developed web pages of Home and About pages are shown and discussed with the team. | The design developed by the designer needs to be similar with the main website. |
| 1. Presenting the developed features in the web page. | The developed About feature is shown with all the selected feature names which are not woking yet. | The developed features were viewed and the tester were suppose to test the developed features. |
| 1. Use Case diagram developed by the analyst will be discussed. | The developed Use Case diagram was presented to the team by the analyst. | Use case diagram was confirmed and assured by the rest of the team member. |

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| 5. Next Meeting | | | | | | |
| **Date:** (MM/DD/YYYY) | | 08-10-2020 | **Time:** | 5.00 PM | **Location:** | Google Meet |
| Objective: | The developer two more pages with two working features. The tester needs to test the already developed features by the developer. And the analyst is supposed to deliver the workflow diagram of the system. | | | | | |

**MEETING MINUTES - 7**

| **Meeting/Project Name:** | **ICM Group Task** | | |
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| **Date of Meeting:** (MM/DD/YYYY) | 08-10-2020 | **Time:** | 5.00 PM |
| **Meeting Facilitator:** | Google | **Location:** | Google Meet |

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| 1. Meeting Objective |
| The tester shall provide a report on tested webpage and features. The developer shall provide the developed web pages and features. While analyst shall present the workflow diagram of the system. |

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| 2. Attendees | | |
| **Banner ID** | **Project Role** | **Email** |
| 001121038 | Scrum Master | it43mamun@gmail.com |
| 001121609 | Analyst | shayerh9@gmail.com |
| 001121796 | Designer | [1000379@daffodil.ac](mailto:1000379@daffodil.ac) |
| 001121796 | Developer | [1000379@daffodil.ac](mailto:1000379@daffodil.ac) |
| 001121916 | Tester | sunjidakhondoker2393@gmail.com |

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| 3. Meeting Agenda | |
| **Topic** | **Time** |
| 1. Providing a test result with the test log on the developed web page and features. | 20 minutes |
| 2. Presentation on developed webpages with the developed features. | 20 minutes |
| 3. Presentation on developed work flow diagram. | 10 minutes |

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| 4. Pre-work/Preparation (documents/handouts to bring, reading material, etc.) | | |
| **Discussion** | **Decision** | **Action To Taken** |
| 1. Presenting the test log on the test on the developed sysmem. | The developed web pages and the features were tested by the tester. | The test of the developed webpage and the features were perfect thus no more change or update were required on th developed page. |
| 1. Presenting the developed features in the web page including the developed web pages. | The developer has developed the Contact and Course page | The developed features were viewed with the developed web pages and the tester were suppose to test the developed features. |
| 1. Workflow diagram developed by the analyst will be discussed. | The developed Workflow diagram was presented to the team by the analyst. | Workflow diagram was confirmed and assured by the rest of the team member. |

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| 5. Next Meeting | | | | | | |
| **Date:** (MM/DD/YYYY) | | 13-10-2020 | **Time:** | 5.00 PM | **Location:** | Google Meet |
| Objective: | The developer two more pages with two working features. The tester needs to test the already developed features by the developer. And the analyst shall provide the team with the initial class diagram | | | | | |

**MEETING MINUTES - 8**

| **Meeting/Project Name:** | **ICM Group Task** | | |
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| **Date of Meeting:** (MM/DD/YYYY) | 13-10-2020 | **Time:** | 5.00 PM |
| **Meeting Facilitator:** | Google | **Location:** | Google Meet |

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| 1. Meeting Objective |
| The tester shall provide a report on tested webpage and features. The developer shall provide the developed web pages and features. The analyst shall present the developed initial class diagram. |

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| 2. Attendees | | |
| **Banner ID** | **Project Role** | **Email** |
| 001121038 | Scrum Master | it43mamun@gmail.com |
| 001121609 | Analyst | shayerh9@gmail.com |
| 001121796 | Designer | [1000379@daffodil.ac](mailto:1000379@daffodil.ac) |
| 001121796 | Developer | [1000379@daffodil.ac](mailto:1000379@daffodil.ac) |
| 001121916 | Tester | sunjidakhondoker2393@gmail.com |

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| 3. Meeting Agenda | |
| **Topic** | **Time** |
| 1. Providing a test result with the test log on the developed web page and features. | 20 minutes |
| 2. Presentation on developed webpages with the developed features. | 20 minutes |
| 3. Presentation on developed initial class diagram. | 10 minutes |

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| 4. Pre-work/Preparation (documents/handouts to bring, reading material, etc.) | | |
| **Discussion** | **Decision** | **Action To Taken** |
| 1. Presenting the test log on the test on the developed system. | The developed web pages and the features were tested by the tester. | The test of the developed webpage and the features were perfect thus no more change or update were required on th developed page. |
| 1. Presenting the developed features in the web page including the developed web pages. | The developer has developed the Contact and Course page for the system. | The developed features were viewed with the developed web pages and the tester were suppose to test the developed features. |
| 1. Initial Class diagram developed by the analyst will be discussed. | The developed Workflow diagram was presented to the team by the analyst. | Workflow diagram was confirmed and assured by the rest of the team member. |

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| 5. Next Meeting | | | | | | |
| **Date:** (MM/DD/YYYY) | | 18-10-2020 | **Time:** | 5.00 PM | **Location:** | Google Meet |
| Objective: | The developer one page where there will be work on database. The tester needs to test the already developed features by the developer. | | | | | |

**MEETING MINUTES - 9**

| **Meeting/Project Name:** | **ICM Group Task** | | |
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| **Date of Meeting:** (MM/DD/YYYY) | 18-10-2020 | **Time:** | 5.00 PM |
| **Meeting Facilitator:** | Google | **Location:** | Google Meet |

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| 1. Meeting Objective |
| The tester shall provide a report on tested webpage and features. The developer shall provide the developed web pages and feature which is connected with the database developed for the sytem |

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| 2. Attendees | | |
| **Banner ID** | **Project Role** | **Email** |
| 001121038 | Scrum Master | it43mamun@gmail.com |
| 001121609 | Analyst | shayerh9@gmail.com |
| 001121796 | Designer | [1000379@daffodil.ac](mailto:1000379@daffodil.ac) |
| 001121796 | Developer | [1000379@daffodil.ac](mailto:1000379@daffodil.ac) |
| 001121916 | Tester | sunjidakhondoker2393@gmail.com |

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| 3. Meeting Agenda | |
| **Topic** | **Time** |
| 1. Providing a test result with the test log on the developed web page and features. | 20 minutes |
| 2. Presentation on developed webpages with the developed features with the database connection with the system. | 30 minutes |

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| 4. Pre-work/Preparation (documents/handouts to bring, reading material, etc.) | | |
| **Discussion** | **Decision** | **Action To Taken** |
| 1. Presenting the test log on the test on the developed system. | The developed web pages and the features were tested by the tester. | The test of the developed webpage and the features were perfect thus no more change or update were required on th developed page. |
| 1. Presenting the developed features in the web page including the developed web pages. | The developer has developed the Enquiry page which is connected with the database in the system. | The developed features were viewed with the developed web pages and the tester were suppose to test the developed features. The connection with the database is shown in this feature which also needs to be tested |

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| 5. Next Meeting | | | | | | |
| **Date:** (MM/DD/YYYY) | | 22-10-2020 | **Time:** | 5.00 PM | **Location:** | Google Meet |
| Objective: | The developer another page where there will be work on database which is the News page and this feature shall work completely. The tester needs to test the already developed features by the developer and also test the security of the database. | | | | | |

**MEETING MINUTES - 10**

| **Meeting/Project Name:** | **ICM Group Task** | | |
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| **Date of Meeting:** (MM/DD/YYYY) | 22-10-2020 | **Time:** | 5.00 PM |
| **Meeting Facilitator:** | Google | **Location:** | Google Meet |

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| 1. Meeting Objective |
| The tester shall provide a report on tested webpage and features. The developer shall provide the developed web pages and woll provide a brief description about the develped pages |

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| 2. Attendees | | |
| **Banner ID** | **Project Role** | **Email** |
| 001121038 | Scrum Master | it43mamun@gmail.com |
| 001121609 | Analyst | shayerh9@gmail.com |
| 001121796 | Designer | [1000379@daffodil.ac](mailto:1000379@daffodil.ac) |
| 001121796 | Developer | [1000379@daffodil.ac](mailto:1000379@daffodil.ac) |
| 001121916 | Tester | sunjidakhondoker2393@gmail.com |

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| 3. Meeting Agenda | |
| **Topic** | **Time** |
| 1. Providing a test result with the test log on the developed web page and features. | 20 minutes |
| 2. Presentation on developed webpages with the developed features. | 30 minutes |

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| 4. Pre-work/Preparation (documents/handouts to bring, reading material, etc.) | | |
| **Discussion** | **Decision** | **Action To Taken** |
| 1. Presenting the test log on the test on the developed system. | The developed web pages and the features were tested by the tester. | The test of the developed webpage and the features were perfect thus no more change or update were required on th developed page. |
| 1. Presenting the developed features in the web page including the developed web pages. | The developer has developed the another page connecting with the database. | The developed features were viewed with the developed web pages and the tester were suppose to test the developed features. The connection with the database is shown in this feature which also needs to be tested within the next meeting. |

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| 5. Next Meeting | | | | | | |
| **Date:** (MM/DD/YYYY) | | 29-10-2020 | **Time:** | 5.00 PM | **Location:** | Google Meet |
| Objective: | The developer should develop the complete website and finalize the developed website and should share and present the complete website on next meeting. The tester will need to provide a complete test plan for the complete system. And the analyst should provide a complete workflow diagram of the system. All the team members are supposed to present in the next meeting. | | | | | |

**MEETING MINUTES - 10**

| **Meeting/Project Name:** | **ICM Group Task** | | |
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| **Date of Meeting:** (MM/DD/YYYY) | 29-10-2020 | **Time:** | 5.00 PM |
| **Meeting Facilitator:** | Google | **Location:** | Google Meet |

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| 1. Meeting Objective |
| The developer of the team will submit and provide a complete breifing about the developed system and features. And the tester of the team will provide the test plan which will be used to test the complete system. The analyst of the team will provide the complete workflow diagram for the system. The tester will also provide the previous test log of the tested system. |

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| 2. Attendees | | |
| **Banner ID** | **Project Role** | **Email** |
| 001121038 | Scrum Master | it43mamun@gmail.com |
| 001121609 | Analyst | shayerh9@gmail.com |
| 001121796 | Designer | [1000379@daffodil.ac](mailto:1000379@daffodil.ac) |
| 001121796 | Developer | [1000379@daffodil.ac](mailto:1000379@daffodil.ac) |
| 001121916 | Tester | sunjidakhondoker2393@gmail.com |

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| 3. Meeting Agenda | |
| **Topic** | **Time** |
| 1. Providing a test result with the test log on the developed web page and features. | 20 minutes |
| 2. Presentation on complete website which has been developed. | 30 minutes |
| 1. Explaining all the features in detail which has been developed. | 20 minutes |
| 1. Providing the test plan for testing the complete system. | 20 minutes |
| 1. Developing the workflow diagram for the complete system. | 10 minutes |

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| 4. Pre-work/Preparation (documents/handouts to bring, reading material, etc.) | | |
| **Discussion** | **Decision** | **Action To Taken** |
| 1. Providing a test result with the test log on the developed web page and features. | The developed web pages and the features were tested by the tester. | The test of the developed webpage and the features were perfect thus no more change or update were required on th developed page. |
| 2. Presentation on complete website which has been developed. | The developer has developed the another page connecting with the database. | The developed features were viewed with the developed web pages and the tester were suppose to test the developed features. |
| 1. Explaining all the features in detail which has been developed. | All the devloped features which are developed and planned at the beginning of the system to develop. | The developer will discuss all the feature and pages develop to the rest of the team members. The team members will ensurre if the features are ok or further development is required. |
| 1. Providing the test plan for testing the complete system. | The tester developed a test plan which will be used to test the complete system | Once the system is completely ready the developer should hand over the system to the tester. The tester will then start testing on the complete system. |
| 1. Developing the workflow diagram for the complete system. | The developer provided the workflow diagram for the complete system. | The developed workflow will be discussed and the developer should ensure if the workflow of the system which has developed matches with the developed website or not. |

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| 5. Next Meeting | | | | | | |
| **Date:** (MM/DD/YYYY) | | 01-11-2020 | **Time:** | 5.00 PM | **Location:** | Google Meet |
| Objective: | The tester should test the complete system and should provide feedback | | | | | |

**MEETING MINUTES - 11**

| **Meeting/Project Name:** | **ICM Group Task** | | |
| --- | --- | --- | --- |
| **Date of Meeting:** (MM/DD/YYYY) | 01-11-2020 | **Time:** | 5.00 PM |
| **Meeting Facilitator:** | Google | **Location:** | Google Meet |

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| 1. Meeting Objective |
| The developer of the team will submit and provide a complete breifing about the developed system and features. And the tester of the team will provide the test plan which will be used to test the complete system. The analyst of the team will provide the complete workflow diagram for the system. The tester will also provide the previous test log of the tested system. |

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| 2. Attendees | | |
| **Banner ID** | **Project Role** | **Email** |
| 001121038 | Scrum Master | it43mamun@gmail.com |
| 001121609 | Analyst | shayerh9@gmail.com |
| 001121796 | Designer | [1000379@daffodil.ac](mailto:1000379@daffodil.ac) |
| 001121796 | Developer | [1000379@daffodil.ac](mailto:1000379@daffodil.ac) |
| 001121916 | Tester | sunjidakhondoker2393@gmail.com |

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| 3. Meeting Agenda | |
| **Topic** | **Time** |
| 1. Providing a test result with the test log on the developed complete website and database. | 40 minutes |

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| 4. Pre-work/Preparation (documents/handouts to bring, reading material, etc.) | | |
| **Discussion** | **Decision** | **Action To Taken** |
| 1. Providing a test result with the test log on the developed complete website and database. | The tester of the team tested the complete system following the test plan previously develop and provided test result. | All the test results were perfect and there were no bugs or error in the developed system. The scrum master should upload the detail of the system in the online repository. |