

Meeting Minutes: Scrum Meeting - Career Service Platform Sprint 2

Date: Friday, July 25 2023

Time: 5:00 PM

Location: Google Meet

Team Name: Team Reds

Attendees:

Vaibhav Sharma - 40197697

Kalinga Swain - 40226333

Munj Bhavesh Nayak - 40195590

Maitry Gajiwala - 40234167

Naoreen Chowdhury - 40217016

Khushali Parmar – 40224984

Agenda:

- Sprint progress update
- Individual task updates
- Open issues or plan for the next Sprint
- Any other business

Meeting Notes:

Sprint Progress Update:

The Scrum Master opened the meeting by providing a brief overview of the overall progress of the Career Service Platform Sprint 3.

It was noted that the team successfully completed the following deliverables that can be tracked on GitHub:

README file:

- Updated User Epics Backlogs – After planning poker
- POC results
- Task breakdown
- Functionality delivered for users to maintain their profiles and apply for jobs.

Individual Task Updates:

Each team member provided a status update on their respective tasks:

Vaibhav Sharma: Created the README file with project description, team members, and project approach.

Maitry Gajiwala: Compiled the user stories backlog for Sprint 4.

Kalinga Swain: Conducted the task breakdown, assigning responsibilities to team members for the current sprint.

Munj Bhavesh Nayak: Addressed open issues and ensured clarity on task dependencies.

Naoreen Chowdhury: Collaborated with team members to gather inputs and update the project documentation.

Action Items:

Munj Bhavesh Nayak: Coordinated with the Product Owner to address any unresolved matters and interdependencies for the recent sprint.

Vaibhav Sharma: Took charge of preparing and presenting the project to stakeholders.

Kalinga Swain: Incorporated any new details shared by team members into the task breakdown document.

Maitry Gajiwala: Evaluated and improved the user stories backlog based on the team's discussion.

Next Meeting:

The final scrum meeting will be held on 3rd August and will be serving as a sprint planning before the final delivery scheduled for 9th August 2023.

End of Meeting.