

## **Meeting Minutes: Scrum Meeting - Career Service Platform Sprint 1**

Date: Friday, July 7 2023

Time: 5:00 PM

Location: Google Meet

Team Name: Team Red

### **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 1.

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

README file:

- Description of the Project
- Team Members and roles
- Project Approach and Technology

Document(s):

- 4 user stories backlog for Sprint 1
- Task Breakdown (details of the stories with team members' responsibility, if known, for the current sprint)
- Open issues or plan for the next Sprint

#### 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 1.

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.

#### Open Issues or Plan for the Next Sprint:

The team discussed any open issues or considerations for the next sprint.

Munj Bhavesh Nayak highlighted the need for further clarification on certain user stories and dependencies.

The Scrum Master, Vaibhav Sharma, encouraged the team to actively communicate and seek clarification to minimize any blockers in the upcoming sprint.

The team briefly discussed the plan for the next sprint, focusing on refining user stories and estimating tasks.

#### Any Other Business:

The team discussed the upcoming project presentation to stakeholders, scheduled for July 12 2023

Vaibhav Sharma volunteered to lead the preparation and delivery of the presentation. He encouraged team members to actively participate in preparing the presentation to showcase the progress made in Sprint 1.

#### Action Items:

Munj Bhavesh Nayak: Coordinate with the Product Owner to clarify any open issues and dependencies for the upcoming sprint.

Vaibhav Sharma: Lead the preparation and delivery of the project presentation to stakeholders.

Kalinga Swain: Update the task breakdown document with any additional information provided by team members.

Maitry Gajiwala: Review and refine the user stories backlog based on the team's discussion.

#### Next Meeting:

The next Scrum meeting is scheduled for July 15 2023, 5:00 pm, where the team will review progress on Sprint 2 and discuss any blockers or impediments.

#### End of Meeting.