|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | |  | | | | | | | | |
|  | **Project Name:** | | Developing University Website | | | | | **Date:** | 07/09/20 |  |
|  | **Meeting Objective:** | | Introduction of the Group members and setting common rules. | | | | | **Start - End:** | 11:00 - 11:50 PM |  |
|  | **Team:** | | G3 – High Altitude | | | | | **Duration:** | 50min |  |
|  | **Facilitator:** | | mb4597m | | | | | **Location:** | Online |  |
|  |  |  |  |  | |  |  |  |  |  |
|  | Attendees | | | | | | | | |  |
|  |  |  |  |  | |  |  |  |  |  |
|  | Name | | Department/Company | | | | Email | | Phone |  |
|  | mb4597m | | Not assigned | | | | [nayeemmd229@gmail.com](mailto:nayeemmd229@gmail.com) | | 01515214538 |  |
|  | mh8240f | | Not assigned | | | | [omor.hossain95321@gmail.com](mailto:omor.hossain95321@gmail.com) | | 01682597009 |  |
|  | rd7039g | | Not assigned | | | | [ruhiadipa@gmail.com](mailto:ruhiadipa@gmail.com) | | 01944792847 |  |
|  | nd6395z | | Not assigned | | | | [niloystinson@gmail.com](mailto:niloystinson@gmail.com) | | 01716583442 |  |
|  |  |  |  |  | |  |  |  |  |  |
|  | Agenda & Discussion | | | | | | | | |  |
|  |  |  |  |  | |  |  |  |  |  |
|  | Topic | | | | Discussion on | | Decision | | Time |  |
|  | Introduction | | | | Basic info, career | |  | | 15min |  |
|  | Team Name | | | | Simple, complex names | | Should be a Simple name | | 10min |  |
|  | Roles and Responsibilities | | | | roles, artefacts | | Team effort on every artefacts. | | 10min |  |
|  | Choosing official communication medium | | | | Messenger, G meet | | Selected Goggle meet. | | 10min |  |
|  | Timing of the upcoming meetings | | | | Time, tools | | Selected time 11PM, G Calendar | | 05min |  |
|  |  |  |  |  | |  |  |  |  |  |
|  | Actions | | | | | | | | |  |
|  |  |  |  |  | |  |  |  |  |  |
|  | Action | | | | | | To be Taken by | | Due Date |  |
|  | Reading the problem statement of the project | | | | | | All | | 09/09/2020 |  |
|  | Choosing Role | | | | | | All | | 09/09/2020 |  |
|  | Selecting 3 university websites according to the criteria | | | | | | All | | 09/09/2020 |  |
|  |  |  |  |  | |  |  |  |  |  |
|  | Next Meeting | | | | | | | | |  |
|  |  |  |  |  | |  |  |  |  |  |
|  | **Date:** | 09/09/2020 | **Time:** | 11:00 PM | | | **Location:** | Online | |  |
|  |  |  |  |  | |  |  |  |  |  |
|  | **Objective:** | Assign Role and select 3 university for developing the website. | | | | | | | |  |
|  |  |  |  |  | |  |  |  |  |  |
|  |  |  |  |  | |  |  |  | Meeting #01 |  |
|  | | |  | | | | | | | | |
|  | **Project Name:** | | Developing University Website | | | | | **Date:** | 09/09/20 |  |
|  | **Meeting Objective:** | | Assign Role and select 3 university for developing the website | | | | | **Start - End:** | 11:10 - 11:55 PM |  |
|  | **Team:** | | G3 – High Altitude | | | | | **Duration:** | 45min |  |
|  | **Facilitator:** | | mb4597m | | | | | **Location:** | Online |  |
|  |  |  |  |  | |  |  |  |  |  |
|  | Attendees | | | | | | | | |  |
|  |  |  |  |  | |  |  |  |  |  |
|  | Name | | Department/Company | | | | Email | | Phone |  |
|  | mb4597m | | Scrum Master, Designer | | | | [nayeemmd229@gmail.com](mailto:nayeemmd229@gmail.com) | | 01515214538 |  |
|  | mh8240f | | Developer | | | | [omor.hossain95321@gmail.com](mailto:omor.hossain95321@gmail.com) | | 01682597009 |  |
|  | rd7039g | | Analyst | | | | [ruhiadipa@gmail.com](mailto:ruhiadipa@gmail.com) | | 01944792847 |  |
|  | nd6395z | | Tester | | | | [niloystinson@gmail.com](mailto:niloystinson@gmail.com) | | 01716583442 |  |
|  |  |  |  |  | |  |  |  |  |  |
|  | Agenda & Discussion | | | | | | | | |  |
|  |  |  |  |  | |  |  |  |  |  |
|  | Topic | | | | Discussion on | | Decision | | Time |  |
|  | Assign Role | | | | Role, skill | | Role assigned to members | | 5min |  |
|  | Top 3 selected University | | | | Features, UI design | | 7 main features, Formal UI layout | | 15min |  |
|  | About problem statement | | | | Confusions, share idea | | Noting questions for product owner. | | 15min |  |
|  | Development methodology to be used | | | | Waterfall, agile | | Agile, SCRUM | | 5min |  |
|  | Resource management Tool | | | | GIT, Google Drive | | Selected Google drive for now | | 5min |  |
|  |  |  |  |  | |  |  |  |  |  |
|  | Actions | | | | | | | | |  |
|  |  |  |  |  | |  |  |  |  |  |
|  | Action | | | | | | To be Taken by | | Due Date |  |
|  | Learn about role based artefacts and responsibilities | | | | | | All | | 14/09/2020 |  |
|  | Read Scrum guild for understanding scrum sprints | | | | | | All | | 14/09/2020 |  |
|  | Create Shared folder, Trello board, G calendar events | | | | | | mb4597m | | 14/09/2020 |  |
|  |  |  |  |  | |  |  |  |  |  |
|  | Next Meeting | | | | | | | | |  |
|  |  |  |  |  | |  |  |  |  |  |
|  | **Date:** | 14/09/2020 | **Time:** | 11:00 PM | | | **Location:** | Online | |  |
|  |  |  |  |  | |  |  |  |  |  |
|  | **Objective:** | Understanding SCRUM, SharePoint and decision regarding common resources permission. | | | | | | | |  |
|  |  |  |  |  | |  |  |  |  |  |
|  |  |  |  |  | |  |  |  | Meeting #02 |  |

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|  | | | |  | | | | | | | |
|  | **Project Name:** | | Developing University Website | | | | | **Date:** | 14/09/20 |  |
|  | **Meeting Objective:** | | Understanding SCRUM, SharePoint and common resources permission. | | | | | **Start - End:** | 12:00 – 12:50 AM |  |
|  | **Team:** | | G3 – High Altitude | | | | | **Duration:** | 50min |  |
|  | **Facilitator:** | | mb4597m | | | | | **Location:** | Online |  |
|  |  |  |  | |  |  |  |  |  |  |
|  | Attendees | | | | | | | | |  |
|  |  |  |  | |  |  |  |  |  |  |
|  | Name | | Department/Company | | | | Email | | Phone |  |
|  | mb4597m | | Scrum Master, Designer | | | | [nayeemmd229@gmail.com](mailto:nayeemmd229@gmail.com) | | 01515214538 |  |
|  | mh8240f | | Developer | | | | [omor.hossain95321@gmail.com](mailto:omor.hossain95321@gmail.com) | | 01682597009 |  |
|  | rd7039g | | Analyst | | | | [ruhiadipa@gmail.com](mailto:ruhiadipa@gmail.com) | | 01944792847 |  |
|  | nd6395z | | Tester | | | | [niloystinson@gmail.com](mailto:niloystinson@gmail.com) | | 01716583442 |  |
|  |  |  |  | |  |  |  |  |  |  |
|  | Agenda & Discussion | | | | | | | | |  |
|  |  |  |  | |  |  |  |  |  |  |
|  | Topic | | | | | Discussion on | Decision | | Time |  |
|  | About SCRUM sprint architecture | | | | | Sprint events | We will follow the guidelines | | 15min |  |
|  | About current understanding of SharePoint as a CMS system | | | | | CMS, SharePoint | Doing more research. | | 15min |  |
|  | Google drive shared environment file and access permissions. | | | | | Permissions, access control | Only team members are allow to view and edit. | | 10min |  |
|  | Regarding other team selecting same university | | | | | University website | Negotiate with the other team. | | 10min |  |
|  |  |  |  | |  |  |  |  |  |  |
|  | Actions | | | | | | | | |  |
|  |  |  |  | |  |  |  |  |  |  |
|  | Action | | | | | | To be Taken by | | Due Date |  |
|  | Knowing about SharePoint from YouTube | | | | | | All | | 17/09/2020 |  |
|  | Selecting final university according to project scope | | | | | | mb4597m, rd7039g | | 17/09/2020 |  |
|  | Read SCRUM primer 2.0 | | | | | | mb4597m | | 17/09/2020 |  |
|  |  |  |  | |  |  |  |  |  |  |
|  | Next Meeting | | | | | | | | |  |
|  |  |  |  | |  |  |  |  |  |  |
|  | **Date:** | 17/09/2020 | **Time:** | | 11:00 PM | | **Location:** | Online | |  |
|  |  |  |  | |  |  |  |  |  |  |
|  | **Objective:** | Selection of the final university and discussion on role base tasks. | | | | | | | |  |
|  |  |  |  | |  |  |  |  |  |  |
|  |  |  |  | |  |  |  |  | Meeting #03 |  |

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|  | | | |  | | | | | | | |
|  | **Project Name:** | | Developing University Website | | | | | **Date:** | 17/09/20 |  |
|  | **Meeting Objective:** | | Selection of the final university and discussion on role base tasks. | | | | | **Start - End:** | 11:05 - 11:35 PM |  |
|  | **Team:** | | G3 – High Altitude | | | | | **Duration:** | 30min |  |
|  | **Facilitator:** | | mb4597m | | | | | **Location:** | Online |  |
|  |  |  |  | |  |  |  |  |  |  |
|  | Attendees | | | | | | | | |  |
|  |  |  |  | |  |  |  |  |  |  |
|  | Name | | Department/Company | | | | Email | | Phone |  |
|  | mb4597m | | Scrum Master, Designer | | | | [nayeemmd229@gmail.com](mailto:nayeemmd229@gmail.com) | | 01515214538 |  |
|  | mh8240f | | Developer | | | | [omor.hossain95321@gmail.com](mailto:omor.hossain95321@gmail.com) | | 01682597009 |  |
|  | rd7039g | | Analyst | | | | [ruhiadipa@gmail.com](mailto:ruhiadipa@gmail.com) | | 01944792847 |  |
|  | nd6395z | | Tester | | | | [niloystinson@gmail.com](mailto:niloystinson@gmail.com) | | 01716583442 |  |
|  |  |  |  | |  |  |  |  |  |  |
|  | Agenda & Discussion | | | | | | | | |  |
|  |  |  |  | |  |  |  |  |  |  |
|  | Topic | | | | | Discussion on | Decision | | Time |  |
|  | Selecting final university | | | | | About university | Email the university name and URL address to product owner. | | 5min |  |
|  | Roles and artefacts to be delivered | | | | | Artefacts | Noted possible artefact names. | | 10min |  |
|  | Confusion related to the project | | | | | Clarify project scope | Noted questions for product owner. | | 15min |  |
|  |  |  |  | |  |  |  |  |  |  |
|  | Actions | | | | | | | | |  |
|  |  |  |  | |  |  |  |  |  |  |
|  | Action | | | | | | To be Taken by | | Due Date |  |
|  | Email the selected university name and URL to product owner | | | | | | mb4597m | | 26/09/2020 |  |
|  | Assumption, User stories | | | | | | rd7039g | | 26/09/2020 |  |
|  | Time-boxing | | | | | | mb4597m | | 26/09/2020 |  |
|  |  |  |  | |  |  |  |  |  |  |
|  | Next Meeting | | | | | | | | |  |
|  |  |  |  | |  |  |  |  |  |  |
|  | **Date:** | 26/09/2020 | **Time:** | | 11:00 PM | | **Location:** | Online | |  |
|  |  |  |  | |  |  |  |  |  |  |
|  | **Objective:** | Investigate analyst artefacts and consider project time limit to make effective advancement strategy. | | | | | | | |  |
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|  |  |  |  | |  |  |  |  | Meeting #04 |  |

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|  | **Project Name:** | | Developing University Website | | | | | **Date:** | 26/09/20 |  |
|  | **Meeting Objective:** | | Finding effective advancement strategy using current artefacts. | | | | | **Start - End:** | 12:10 - 12:42 PM |  |
|  | **Team:** | | G3 – High Altitude | | | | | **Duration:** | 32min |  |
|  | **Facilitator:** | | mb4597m | | | | | **Location:** | Online |  |
|  |  |  |  | |  |  |  |  |  |  |
|  | Attendees | | | | | | | | |  |
|  |  |  |  | |  |  |  |  |  |  |
|  | Name | | Department/Company | | | | Email | | Phone |  |
|  | mb4597m | | Scrum Master, Designer | | | | [nayeemmd229@gmail.com](mailto:nayeemmd229@gmail.com) | | 01515214538 |  |
|  | rd7039g | | Analyst | | | | [ruhiadipa@gmail.com](mailto:ruhiadipa@gmail.com) | | 01944792847 |  |
|  | nd6395z | | Tester | | | | [niloystinson@gmail.com](mailto:niloystinson@gmail.com) | | 01716583442 |  |
|  |  |  |  | |  |  |  |  |  |  |
|  | Agenda & Discussion | | | | | | | | |  |
|  |  |  |  | |  |  |  |  |  |  |
|  | Topic | | | | | Discussion on | Decision | | Time |  |
|  | Assumptions | | | | | Logical assumptions | Create Role wise assumptions | | 5min |  |
|  | Time-box project time | | | | | Sprint number, time per sprint | Noted Sprint days, total Sprint number etc. | | 5min |  |
|  | User Stories | | | | | Story based on user type | Obscure user stories will not be allowed in backlog. | | 10min |  |
|  | Possible features according to Stories | | | | | Critical features | Needed to be prioritised. | | 10min |  |
|  |  |  |  | |  |  |  |  |  |  |
|  | Actions | | | | | | | | |  |
|  |  |  |  | |  |  |  |  |  |  |
|  | Action | | | | | | To be Taken by | | Due Date |  |
|  | Refine user stories, Create Use Case Diagram | | | | | | rd7039g | | 28/09/2020 |  |
|  | Create Product Backlog and sprint planning | | | | | | mb4597m | | 28/09/2020 |  |
|  | Apply Moscow prioritization to the Product backlog items. | | | | | | mb4597m, rd7039g | | 28/09/2020 |  |
|  | Find the main feature of the solution | | | | | | mb4597m, rd7039g | | 28/09/2020 |  |
|  |  |  |  | |  |  |  |  |  |  |
|  | Next Meeting | | | | | | | | |  |
|  |  |  |  | |  |  |  |  |  |  |
|  | **Date:** | 28/09/2020 | **Time:** | | 11:00 PM | | **Location:** | Online | |  |
|  |  |  |  | |  |  |  |  |  |  |
|  | **Objective:** | Investigate Use Case diagram, product backlog items to further clarify project goal and development process. and | | | | | | | |  |
|  |  |  |  | |  |  |  |  |  |  |
|  |  |  |  | |  |  |  |  | Meeting #05 |  |

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|  | **Project Name:** | | Developing University Website | | | | | **Date:** | 28/09/20 |  |
|  | **Meeting Objective:** | | Clarify project goal and development process through latest artefacts. | | | | | **Start - End:** | 11:08 - 11:45 PM |  |
|  | **Team:** | | G3 – High Altitude | | | | | **Duration:** | 37min |  |
|  | **Facilitator:** | | mb4597m | | | | | **Location:** | Online |  |
|  |  |  |  | |  |  |  |  |  |  |
|  | Attendees | | | | | | | | |  |
|  |  |  |  | |  |  |  |  |  |  |
|  | Name | | Department/Company | | | | Email | | Phone |  |
|  | mb4597m | | Scrum Master, Designer | | | | [nayeemmd229@gmail.com](mailto:nayeemmd229@gmail.com) | | 01515214538 |  |
|  | mh8240f | | Developer | | | | [omor.hossain95321@gmail.com](mailto:omor.hossain95321@gmail.com) | | 01682597009 |  |
|  | rd7039g | | Analyst | | | | [ruhiadipa@gmail.com](mailto:ruhiadipa@gmail.com) | | 01944792847 |  |
|  | nd6395z | | Tester | | | | [niloystinson@gmail.com](mailto:niloystinson@gmail.com) | | 01716583442 |  |
|  |  |  |  | |  |  |  |  |  |  |
|  | Agenda & Discussion | | | | | | | | |  |
|  |  |  |  | |  |  |  |  |  |  |
|  | Topic | | | | | Discussion on | Decision | | Time |  |
|  | Analyst Artefacts | | | | | Use case diagram | Every process should be multiple steps | | 12min |  |
|  | Scrum Master Artefacts | | | | | Product backlog, sprint planning | One of the feature will not be developed. | | 15min |  |
|  | Designer Artefacts | | | | | Sketch, wireframe | These will be done in 1st sprint | | 10min |  |
|  |  |  |  | |  |  |  |  |  |  |
|  | Actions | | | | | | | | |  |
|  |  |  |  | |  |  |  |  |  |  |
|  | Action | | | | | | To be Taken by | | Due Date |  |
|  | Create Sprint backlog, Design sketches of the solution | | | | | | mb4597m | | 02/10/2020 |  |
|  | Update Use Case Diagram | | | | | | rd7039g | | 02/10/2020 |  |
|  | Account Configuration in SharePoint | | | | | | nd6395z | | 02/10/2020 |  |
|  | Test SharePoint | | | | | | mh8240f | | 02/10/2020 |  |
|  |  |  |  | |  |  |  |  |  |  |
|  | Next Meeting | | | | | | | | |  |
|  |  |  |  | |  |  |  |  |  |  |
|  | **Date:** | 04/10/2020 | **Time:** | | 11:00 PM | | **Location:** | Online | |  |
|  |  |  |  | |  |  |  |  |  |  |
|  | **Objective:** | Understanding the main features of the solution and development instructions. | | | | | | | |  |
|  |  |  |  | |  |  |  |  |  |  |
|  |  |  |  | |  |  |  |  | Meeting #06 |  |

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|  | | | |  | | | | | | | |
|  | **Project Name:** | | Developing University Website | | | | | **Date:** | 04/10/20 |  |
|  | **Meeting Objective:** | | Main features of the solution and development instructions. | | | | | **Start - End:** | 11:05 - 11:58 PM |  |
|  | **Team:** | | G3 – High Altitude | | | | | **Duration:** | 53min |  |
|  | **Facilitator:** | | mb4597m | | | | | **Location:** | Online |  |
|  |  |  |  | |  |  |  |  |  |  |
|  | Attendees | | | | | | | | |  |
|  |  |  |  | |  |  |  |  |  |  |
|  | Name | | Department/Company | | | | Email | | Phone |  |
|  | mb4597m | | Scrum Master, Designer | | | | [nayeemmd229@gmail.com](mailto:nayeemmd229@gmail.com) | | 01515214538 |  |
|  | mh8240f | | Developer | | | | [omor.hossain95321@gmail.com](mailto:omor.hossain95321@gmail.com) | | 01682597009 |  |
|  | rd7039g | | Analyst | | | | [ruhiadipa@gmail.com](mailto:ruhiadipa@gmail.com) | | 01944792847 |  |
|  | nd6395z | | Tester | | | | [niloystinson@gmail.com](mailto:niloystinson@gmail.com) | | 01716583442 |  |
|  |  |  |  | |  |  |  |  |  |  |
|  | Agenda & Discussion | | | | | | | | |  |
|  |  |  |  | |  |  |  |  |  |  |
|  | Topic | | | | | Discussion on | Decision | | Time |  |
|  | All artefacts | | | | | Role wise artefacts | Noted questions for product owner | | 10min |  |
|  | Main solution feature according to backlog | | | | | Features | Selected 8 main features | | 10min |  |
|  | Development sequence and sprint backlog | | | | | Sprint plan | Selected Sprint times. | | 15min |  |
|  | 1st sprint | | | | | Deliverables | Starting the first sprint | | 15min |  |
|  |  |  |  | |  |  |  |  |  |  |
|  | Actions | | | | | | | | |  |
|  |  |  |  | |  |  |  |  |  |  |
|  | Action | | | | | | To be Taken by | | Due Date |  |
|  | Use case diagram refinement of sprint 1 features | | | | | | rd7039g | | 05/10/20 |  |
|  | Sketch, wireframes of sprint 1 features | | | | | | mb4597m | | 05/10/20 |  |
|  | Create SharePoint account | | | | | | mh8240f | | 04/10/20 |  |
|  | Test plan | | | | | | nd6395z | | 07/10/20 |  |
|  | Develop F1 = Account Create + configuration | | | | | | mh8240f | | 07/10/20 |  |
|  |  |  |  | |  |  |  |  |  |  |
|  | Next Meeting | | | | | | | | |  |
|  |  |  |  | |  |  |  |  |  |  |
|  | **Date:** | 05/10/2020 | **Time:** | | 11:20 PM | | **Location:** | Online | |  |
|  |  |  |  | |  |  |  |  |  |  |
|  | **Objective:** | Clarification of the updated product backlog and role wise new artefacts. | | | | | | | |  |
|  |  |  |  | |  |  |  |  |  |  |
|  |  |  |  | |  |  |  |  | Meeting #07 |  |

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|  | **Project Name:** | | Developing University Website | | | | | **Date:** | 05/10/20 |  |
|  | **Meeting Objective:** | | Clarification of the updated product backlog and role wise new artefacts. | | | | | **Start - End:** | 11:21 - 11:59 PM |  |
|  | **Team:** | | G3 – High Altitude | | | | | **Duration:** | 38min |  |
|  | **Facilitator:** | | mb4597m | | | | | **Location:** | Online |  |
|  |  |  |  | |  |  |  |  |  |  |
|  | Attendees | | | | | | | | |  |
|  |  |  |  | |  |  |  |  |  |  |
|  | Name | | Department/Company | | | | Email | | Phone |  |
|  | mb4597m | | Scrum Master, Designer | | | | [nayeemmd229@gmail.com](mailto:nayeemmd229@gmail.com) | | 01515214538 |  |
|  | mh8240f | | Developer | | | | [omor.hossain95321@gmail.com](mailto:omor.hossain95321@gmail.com) | | 01682597009 |  |
|  | rd7039g | | Analyst | | | | [ruhiadipa@gmail.com](mailto:ruhiadipa@gmail.com) | | 01944792847 |  |
|  | nd6395z | | Tester | | | | [niloystinson@gmail.com](mailto:niloystinson@gmail.com) | | 01716583442 |  |
|  |  |  |  | |  |  |  |  |  |  |
|  | Agenda & Discussion | | | | | | | | |  |
|  |  |  |  | |  |  |  |  |  |  |
|  | Topic | | | | | Discussion on | Decision | | Time |  |
|  | Updated product backlog | | | | | Changes | Update according to priority | | 10min |  |
|  | Role wise updated tasks | | | | | New added tasks | Complete within this sprint. | | 10min |  |
|  | Page linking and development scope clarify | | | | | Page navigation | Navigation sitemap | | 9min |  |
|  | Tester artefacts | | | | | Tester artefacts | Create test artefacts | | 9min |  |
|  |  |  |  | |  |  |  |  |  |  |
|  | Actions | | | | | | | | |  |
|  |  |  |  | |  |  |  |  |  |  |
|  | Action | | | | | | To be Taken by | | Due Date |  |
|  | Initial class diagram, activity diagram, ERD | | | | | | rd7039g | | 07/09/2020 |  |
|  | Wireframe, information architecture, burn-down chart | | | | | | mb4597m | | 07/09/2020 |  |
|  | Test plan, Test cases | | | | | | nd6395z | | 06/09/2020 |  |
|  | Development start | | | | | | mh8240f | | 07/09/2020 |  |
|  |  |  |  | |  |  |  |  |  |  |
|  | Next Meeting | | | | | | | | |  |
|  |  |  |  | |  |  |  |  |  |  |
|  | **Date:** | 09/10/2020 | **Time:** | | 11:00 PM | | **Location:** | Online | |  |
|  |  |  |  | |  |  |  |  |  |  |
|  | **Objective:** | Understanding the Design artefacts and analysis artefacts refinement. | | | | | | | |  |
|  |  |  |  | |  |  |  |  |  |  |
|  |  |  |  | |  |  |  |  | Meeting #08 |  |
|  | | | |  | | | | | | | |
|  | **Project Name:** | | Developing University Website | | | | | **Date:** | 09/10/20 |  |
|  | **Meeting Objective:** | | Understanding the Design artefacts and analysis artefacts refinement. | | | | | **Start - End:** | 11:30 - 12:00 PM |  |
|  | **Team:** | | G3 – High Altitude | | | | | **Duration:** | 30min |  |
|  | **Facilitator:** | | mb4597m | | | | | **Location:** | Online |  |
|  |  |  |  | |  |  |  |  |  |  |
|  | Attendees | | | | | | | | |  |
|  |  |  |  | |  |  |  |  |  |  |
|  | Name | | Department/Company | | |  | Email | | Phone |  |
|  | mb4597m | | Scrum Master, Designer | | |  | [nayeemmd229@gmail.com](mailto:nayeemmd229@gmail.com) | | 01515214538 |  |
|  | mh8240f | | Developer | | |  | [omor.hossain95321@gmail.com](mailto:omor.hossain95321@gmail.com) | | 01682597009 |  |
|  | rd7039g | | Analyst | | |  | [ruhiadipa@gmail.com](mailto:ruhiadipa@gmail.com) | | 01944792847 |  |
|  | nd6395z | | Tester | | |  | [niloystinson@gmail.com](mailto:niloystinson@gmail.com) | | 01716583442 |  |
|  |  |  |  | |  |  |  |  |  |  |
|  | Agenda & Discussion | | | | | | | | |  |
|  |  |  |  | |  |  |  |  |  |  |
|  | Topic | | | | | Discussion on | Decision | | Time |  |
|  | Designer artefacts | | | | | Wireframe, sitemap | Standard layout will be used | | 10min |  |
|  | Analyst artefacts | | | | | ERD, Class diagram | Create According to give scope and functions. | | 5min |  |
|  | Status on development work | | | | | Account configuration | Start 2nd product backlog item | | 10min |  |
|  | Tester artefacts | | | | | Test Plan | Selected Strategy and tools | | 5min |  |
|  |  |  |  | |  |  |  |  |  |  |
|  | Actions | | | | | | | | |  |
|  |  |  |  | |  |  |  |  |  |  |
|  | Action | | | | | | To be Taken by | | Due Date |  |
|  | ERD, Class diagram fixing | | | | | | rd7039g | | 13/09/2020 |  |
|  | Finish wireframes, and update Burn-down chart | | | | | | mb4597m | | 12/09/2020 |  |
|  | Proceed to next backlog item | | | | | | mh8240f | | 14/09/2020 |  |
|  | Test case update | | | | | | nd6395z | | 12/09/2020 |  |
|  |  |  |  | |  |  |  |  |  |  |
|  | Next Meeting | | | | | | | | |  |
|  |  |  |  | |  |  |  |  |  |  |
|  | **Date:** | 09/28/2020 | **Time:** | | 11:00 PM | | **Location:** | Online | |  |
|  |  |  |  | |  |  |  |  |  |  |
|  | **Objective:** | Product owner feedback and artefacts refinement. | | | | | | | |  |
|  |  |  |  | |  |  |  |  |  |  |
|  |  |  |  | |  |  |  |  | Meeting #09 |  |
|  | | | |  | | | | | | | |
|  | **Project Name:** | | Developing University Website | | | | | **Date:** | 15/10/20 |  |
|  | **Meeting Objective:** | | Artefacts refinement based on product owner feedback. | | | | | **Start - End:** | 11:00 - 11:50 PM |  |
|  | **Team:** | | G3 – High Altitude | | | | | **Duration:** | 50min |  |
|  | **Facilitator:** | | mb4597m | | | | | **Location:** | Online |  |
|  |  |  |  | |  |  |  |  |  |  |
|  | Attendees | | | | | | | | |  |
|  |  |  |  | |  |  |  |  |  |  |
|  | Name | | Department/Company | | | | Email | | Phone |  |
|  | mb4597m | | Scrum Master, Designer | | | | [nayeemmd229@gmail.com](mailto:nayeemmd229@gmail.com) | | 01515214538 |  |
|  | mh8240f | | Developer | | | | [omor.hossain95321@gmail.com](mailto:omor.hossain95321@gmail.com) | | 01682597009 |  |
|  | rd7039g | | Analyst | | | | [ruhiadipa@gmail.com](mailto:ruhiadipa@gmail.com) | | 01944792847 |  |
|  | nd6395z | | Tester | | | | [niloystinson@gmail.com](mailto:niloystinson@gmail.com) | | 01716583442 |  |
|  |  |  |  | |  |  |  |  |  |  |
|  | Agenda & Discussion | | | | | | | | |  |
|  |  |  |  | |  |  |  |  |  |  |
|  | Topic | | | | | Discussion on | Decision | | Time |  |
|  | About product owner feedback | | | | | Mistakes | Fix mistake by the next sprint | | 15min |  |
|  | Artefacts refinement | | | | | Fixing artefacts | Simple name | | 20min |  |
|  | Working time assigned for better work performance | | | | | Personal time schedule | Fixed a time of the day to collaborate regularly. | | 15min |  |
|  |  |  |  | |  |  |  |  |  |  |
|  | Actions | | | | | | | | |  |
|  |  |  |  | |  |  |  |  |  |  |
|  | Action | | | | | | To be Taken by | | Due Date |  |
|  | Create Sitemap, meeting minutes update, fix sprint planning | | | | | | mb4597m | | 09/09/2020 |  |
|  | Browser compatibility, responsiveness testing, test case update | | | | | | nd6395z | | 09/09/2020 |  |
|  | Complete current product backlog items | | | | | | mh8240f | | 09/09/2020 |  |
|  |  |  |  | |  |  |  |  |  |  |
|  | Next Meeting | | | | | | | | |  |
|  |  |  |  | |  |  |  |  |  |  |
|  | **Date:** | 26/10/20200 | **Time:** | | 11:00 PM | | **Location:** | Online | |  |
|  |  |  |  | |  |  |  |  |  |  |
|  | **Objective:** | Discussion on Final development part and testing scope. | | | | | | | |  |
|  |  |  |  | |  |  |  |  |  |  |
|  |  |  |  | |  |  |  |  | Meeting #10 |  |
|  | | | |  | | | | | | | |
|  | **Project Name:** | | Developing University Website | | | | | **Date:** | 26/10/20 |  |
|  | **Meeting Objective:** | | Discussion on Final development part and testing scope. | | | | | **Start - End:** | 11:05 - 11:35 PM |  |
|  | **Team:** | | G3 – High Altitude | | | | | **Duration:** | 20min |  |
|  | **Facilitator:** | | mb4597m | | | | | **Location:** | Online |  |
|  |  |  |  | |  |  |  |  |  |  |
|  | Attendees | | | | | | | | |  |
|  |  |  |  | |  |  |  |  |  |  |
|  | Name | | Department/Company | | | | Email | | Phone |  |
|  | mb4597m | | Scrum Master, Designer | | | | [nayeemmd229@gmail.com](mailto:nayeemmd229@gmail.com) | | 01515214538 |  |
|  | mh8240f | | Developer | | | | [omor.hossain95321@gmail.com](mailto:omor.hossain95321@gmail.com) | | 01682597009 |  |
|  | rd7039g | | Analyst | | | | [ruhiadipa@gmail.com](mailto:ruhiadipa@gmail.com) | | 01944792847 |  |
|  | nd6395z | | Tester | | | | [niloystinson@gmail.com](mailto:niloystinson@gmail.com) | | 01716583442 |  |
|  |  |  |  | |  |  |  |  |  |  |
|  | Agenda & Discussion | | | | | | | | |  |
|  |  |  |  | |  |  |  |  |  |  |
|  | Topic | | | | | Discussion on | Decision | | Time |  |
|  | Development work | | | | | Finished and remaining work | The last parts of the solution will be developed in this week. | | 5min |  |
|  | Tester work | | | | | functional tests, test scope | The testing scope is selected. | | 10min |  |
|  | Current solution demonstration | | | | | Project scope-wise current solution. | The main requirement are present in the solution. | | 15min |  |
|  |  |  |  | |  |  |  |  |  |  |
|  | Actions | | | | | | | | |  |
|  |  |  |  | |  |  |  |  |  |  |
|  | Action | | | | | | To be Taken by | | Due Date |  |
|  | Finish the development of the solution. | | | | | | mh8240f | | 02/11/2020 |  |
|  | Unit testing, integration testing, functional testing, test log | | | | | | nd6395z | | 02/11/2020 |  |
|  | Meeting minutes update | | | | | | mb4597m | | 02/11/2020 |  |
|  |  |  |  | |  |  |  |  |  |  |
|  | Next Meeting | | | | | | | | |  |
|  |  |  |  | |  |  |  |  |  |  |
|  | **Date:** | 14/09/2020 | **Time:** | | 11:00 PM | | **Location:** | Online | |  |
|  |  |  |  | |  |  |  |  |  |  |
|  | **Objective:** | Understanding SCRUM, SharePoint and decision regarding common resources permission. | | | | | | | |  |
|  |  |  |  | |  |  |  |  |  |  |
|  |  |  |  | |  |  |  |  | Meeting #11 |  |