

## Minutes of Meeting – Online Book Store Project

No.	Date	Duration	Discussion Point	Mode	Conducted By
1	Feb 17, 2025	1.5 hrs	Initial group meetup and project brainstorming	In-Person	Team
2	Feb 20, 2025	2 hrs	Finalized project idea: Online Book Store	Zoom	Product Owner
3	Feb 24, 2025	2 hrs	Project scope, goals, and deliverables discussed	Zoom	Product Owner
4	Feb 27, 2025	1.5 hrs	Database schema planning: Users, Books, Orders	In-Person	Developer Team
5	Mar 1, 2025	2.5 hrs	Assigned team roles & discussed responsibilities	Zoom	Scrum Master
6	Mar 4, 2025	1 hr	Worked on System Vision Document (SVD)	In-Person	Scrum Master
7	Mar 7, 2025	3 hrs	Identified & documented user stories	Zoom	Product Owner
8	Mar 10, 2025	1.5 hrs	Sprint planning for initial sprints	Zoom	Scrum Master
9	Mar 12, 2025	2 hrs	Planned Daily Standup structure & assignments	In-Person	Scrum Master
10	Mar 14, 2025	1 hr	Identified required technical skills for each role	Zoom	Technical Lead
11	Mar 16, 2025	2.5 hrs	Sprint 1 presentation preparation	Zoom	Team
12	Mar 17, 2025	1.5 hrs	Created Trello board and organized backlog	In-Person	Scrum Master
13	Mar 25, 2025	2 hrs	Sprint 2 planning: Cart, Order & Payment modules	Zoom	Scrum Master
14	Mar 29, 2025	1.5 hrs	Sprint 2 progress sync: Reviewed blockers and ongoing work	Zoom	Scrum Master
15	Apr 4, 2025	2 hrs	Sprint 2 review & retrospective discussion	In-Person	Scrum Master
16	Apr 7, 2025	1.5 hrs	Sprint 3 planning: Subscriptions and seller earnings	Zoom	Scrum Master
17	Apr 11, 2025	1 hr	Mid-Sprint 3 progress meeting	In-Person	Team
18	Apr 16, 2025	2 hrs	Sprint 3 review & retrospective	Zoom	Scrum Master