

{Level-0} Scrum#3 Meeting#2

Fri, 1st March, 2024

Platform: Discord

Attendees

- ☒ Farhana Sultana Ananna(20701080)
- ☒ Tapos Das Minmoy (20701052)
- ☒ Md. Sabbir Hasan Bhuiyan(20701040)
- ☒ Sourav Karmakar(20701067)
- ☒ Saima Bintha Amin(20701050)
- ☒ Md. Shahin(20701057)
- ☒ Shajidul Islam(20701062)

Agenda

Last Meeting Follow-up

During our Scrum Meeting #3 on February 28, 2024, the following action items were assigned:

1. **Figma Designing of Leave Application Form (Assigned to Md. Shahin):** Md. Shahin has successfully completed the Figma designing task. We appreciate his prompt completion.
2. **Minutes Writing Task (Assigned to Shajidul Islam):** Shajidul Islam successfully completed the minutes writing task and circulated the minutes for review.
3. **Trello Setup Task (Assigned to Md. Sabbir Hasan Bhuiyan):** Md. Sabbir Hasan Bhuiyan completed the setup of Trello for progress tracking.

Besides, discussion about Level 01's UI group's instructions and about Level 01's DB group's instructions and progress tracking platform : trello was done.

Notes

- Discussion on initial design
- Preprocessing level-2 GUI instructions and finding our own ways to implement them.
- Discussion about progress product and sprint backlog
- Instructions were given to our GUI team (more precisely Ananna(20701080),saima(20702050))
- Decision made that UI/UX will be designed in figma .

Action Items

1. Action

- Assigned **the implementation of leave application Form (for modification)** to **Saima Bintha Amin (20701048)** and **Farhana Sultana Ananna (20701080)**
- Assigned **Minutes Writing task** to **Tapos(20701052)**
- Assigned **Md. Sabbir Hasan Bhuiyan (20701040)** to review the design of the application form and make necessary changes. for leave application form
- Assigned **Md. Sabbir Hasan Bhuiyan (20701040)** and **Sourov Karmakar (20701067)** to write the product backlog

Next Meeting Agenda Items

- **Agenda 1**

Review the assigned tasks.

Deadline

- 3 March, 2024.