

Information and Content Management

Course: COMP1643
(Group report)

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Team Responsibility Matrix:

Team Member	Role	Responsibility
001121060	Scrum master, Designer	Scrum master: Scrum master is a servant leader. He will be monitoring, tracking, reporting, communication, resolving impediments and conflicts and shielding the team. He will define the team member task, product backlog, sprint backlog and record the minutes of the meeting. Also he will give performance feedback. Designer: Project sketch, wireframe and database will be designed by the designer.
001121092	Analyst	Analysts will make a user story, activity diagram and use case. He will analyse the whole project and give an impression about the project.
001121096	Developer	The developer will build the site or software in a Scrum environment.
001121804	Tester	Writing the test script, unit test, integration test will be performed by the tester.

MEETING MINUTES - 01

Meeting/Project Name:	ICM GROUP TASK		
Date of Meeting: (MM/DD/YYYY)	10-SEP-2020	Time:	11.00 PM
Meeting Facilitator:		Location:	DIA

1. Meeting Objective

Firstly, identify the individual role for each person for a specific task of the project in our first 2 - sprint.

2. Attendees

Banner ID	Project Role	Email
001121060	Scrum master, Designer	1000740@daffodil.ac
001121092	Analyst	1000519@daffodil.ac
001121096	Developer	1000857@daffodil.ac
001121804	Tester	1000746@daffodil.ac

3. Meeting Agenda

Topic	Time
1. Chose a specific individual role.	25 Minutes
2. Chose and create a common platform for communication and sharing files and folders.	5 Minutes

4. Pre-work/Preparation (documents/handouts to bring, reading material, etc.)		
Discussion	Decision	Action To Taken
<p>Discussion 1: Choose individual roles for group members.</p> <p>Discussion 2: Choose and create a communication group from different platforms.</p>	<p>Scrum master and Designer both role will be performed by ID 001121060</p> <p>Analyst role will be performed by ID 001121092</p> <p>Developer role will be performed by ID 001121096</p> <p>Tester role will be performed by ID 1000746</p> <p>Chatting group will be created.</p>	<p>Each person in the group will start their defined task. Daily basis they will update the scrum master. Group members can discuss their problems and progress on group chat.</p> <p>Group will be created by Scrum master.</p>

5. Next Meeting					
Date: (MM/DD/YYYY)	14-Sep-2020	Time:	11.30 PM	Location:	DIA
Objective:	First 2 sprint, defined individual role and individual task and get updated about the task.				

MEETING MINUTES - 02

Meeting/Project Name:	ICM GROUP TASK		
Date of Meeting: (MM/DD/YYYY)	14-Sep-2020	Time:	11.00 PM
Meeting Facilitator:		Location:	DIA

1. Meeting Objective

First 2 sprint , defined individual role and individual task and get updated about the task.

2. Attendees

Name	Project Role	Email
001121060	Scrum master, Designer	1000740@daffodil.ac
001121092	Analyst	1000519@daffodil.ac
001121096	Developer	1000857@daffodil.ac
001121804	Tester	1000740@daffodil.ac

3. Meeting Agenda

Topic	Time
1. Recheck and update about the previous sprint.	10 Minutes 40 Minutes
2. For next 2 sprint assign the new task.	

4. Pre-work/Preparation (documents/handouts to bring, reading material, etc.)		
Discussion	Decision	Action To Taken
Discussion 1: Discussion and check previous sprint.	Successfully completed previous 2 sprint.	
Discussion 2: For next 2 sprint discussion on assign each member responsibility.	Each person will perform on specific necessary task to make successful these sprint.	Every team member will be performed.

5. Next Meeting					
Date: (MM/DD/YYYY)	16-SEP-2020	Time:	11.00 PM	Location:	Dia
Objective:	Take action on deliverable task and discuss on overall project.				

MEETING MINUTES - 03

Meeting/Project Name:	ICM GROUP TASK			
Date of Meeting: (MM/DD/YYYY)	20-SEP-2020	Time:	11.00 PM	
Meeting Facilitator:		Location:	DIA	

1. Meeting Objective
Take action on deliverable task and discuss on overall project.

2. Attendees		
Name	Project Role	Email
001121060	Scrum master, Designer	1000740@daffodil.ac

001121092	Analyst	1000519@daffodil.ac
001121096	Developer	1000857@daffodil.ac
001121804	Tester	1000740@daffodil.ac

3. Meeting Agenda	
Topic	Time
1. Recheck and update about the previous sprint.	10 Minutes
2. Discussion on project deliverable task.	40 Minutes

4. Pre-work/Preparation (documents/handouts to bring, reading material, etc.)		
Discussion	Decision	Action To Taken
Discussion 1: Discussion and check previous sprint.	Successfully completed previous 2 sprint.	Creating a repository and upload all important file will be managed by Scrum Master.
Discussion 2: For next 2 sprint discussion on assign each member responsibility.	Each person will perform on specific necessary task to make successful these sprint.	Team members will make presentation scree cast with panapto.

5. Next Meeting					
Date: (MM/DD/YYYY)	24-SEP-2020	Time:	11.00 PM	Location:	DIA
Objective:	Identify university website for build and discussion about work strategy.				

MEETING MINUTES - 04

Meeting/Project Name:	ICM GROUP TASK		
Date of Meeting: (MM/DD/YYYY)	24-SEP-2020	Time:	11.00 PM
Meeting Facilitator:		Location:	DIA

1. Meeting Objective

Identify university website for build and discussion about work strategy.

2. Attendees

Name	Project Role	Email
001121060	Scrum master, Designer	1000740@daffodil.ac
001121092	Analyst	1000519@daffodil.ac
001121096	Developer	1000857@daffodil.ac
001121804	Tester	1000740@daffodil.ac

3. Meeting Agenda

Topic	Time
1. Recheck and update about the previous sprint.	10 Minutes
2. Discussion on choose site and work strategy	40 Minutes

4. Pre-work/Preparation (documents/handouts to bring, reading material, etc.)		
Discussion	Decision	Action To Taken
Discussion 1: Discussion and check previous sprint.	Successfully completed previous 2 sprint.	We chose a site for development.
Discussion 2: For next 2 sprint discussion on Identify website and work strategy.	Each member's of the team discuss on which site we will develop and how it will implement.	Every team member will be performed.

5. Next Meeting					
Date: (MM/DD/YYYY)	28-SEP-2020	Time:	11.00 PM	Location:	DIA
Objective:	Discussion about final product, requirement, user stories and product backlog.				

MEETING MINUTES - 05

Meeting/Project Name:	ICM GROUP TASK		
Date of Meeting: (MM/DD/YYYY)	28-SEP-2020	Time:	11.00 PM
Meeting Facilitator:		Location:	DIA

1. Meeting Objective
Discussion about final product, requirement, user stories and product backlog.

2. Attendees		
Name	Project Role	Email
001121060	Scrum master, Designer	1000740@daffodil.ac
001121092	Analyst	1000519@daffodil.ac
001121096	Developer	1000857@daffodil.ac
001121804	Tester	1000740@daffodil.ac

3. Meeting Agenda	
Topic	Time
1. Recheck and update about the previous sprint.	10 Minutes
2. Discussion on product, requirement, user stories and product backlog.	40 Minutes

4. Pre-work/Preparation (documents/handouts to bring, reading material, etc.)		
Discussion	Decision	Action To Taken
Discussion 1: Discussion and check previous sprint.	Successfully completed previous 2 sprint.	Started working with product backlog.
Discussion 2: For next 2 sprint discussion on product, requirement, user stories and product backlog.	Discussion about will be the final product. Understanding product requirements and user stories. Discussed about product backlog with the team members.	Scrum master will create product backlog, analyst will create user stories.

5. Next Meeting					
Date: (MM/DD/YYYY)	01-OCT-2020	Time:	11.00 PM	Location:	DIA
Objective:	Start to work on first product backlog and time estimate.				

MEETING MINUTES - 06

Meeting/Project Name:	ICM GROUP TASK		
Date of Meeting: (MM/DD/YYYY)	01-OCT-2020	Time:	11.00 PM
Meeting Facilitator:		Location:	DIA

1. Meeting Objective

Start to work on first product backlog and time estimate.

2. Attendees

Name	Project Role	Email
001121060	Scrum master, Designer	1000740@daffodil.ac
001121092	Analyst	1000519@daffodil.ac
001121096	Developer	1000857@daffodil.ac
001121804	Tester	1000740@daffodil.ac

3. Meeting Agenda

Topic	Time
1. Recheck and update about the previous sprint.	10 Minutes
2. Discussion on first product backlog and time estimate.	40 Minutes

4. Pre-work/Preparation (documents/handouts to bring, reading material, etc.)		
Discussion	Decision	Action To Taken
Discussion 1: Discussion and check previous sprint.	Successfully completed previous 2 sprint.	Tracking progress of the first backlog.
Discussion 2: For next 2 sprint work on product backlog.	Discussed on first product backlog, its requirements and how many times to required to developed.	Every team member will be performed.

5. Next Meeting					
Date: (MM/DD/YYYY)	04-OCT-2020	Time:	11.00 PM	Location:	DIA
Objective:	Discussion and start second product backlog.				

MEETING MINUTES - 07

Meeting/Project Name:	ICM GROUP TASK			
Date of Meeting: (MM/DD/YYYY)	04-OCT-2020	Time:	11.00 PM	
Meeting Facilitator:		Location:	DIA	

1. Meeting Objective
Discussion and start second product backlog.

2. Attendees		
Name	Project Role	Email
001121060	Scrum master, Designer	1000740@daffodil.ac
001121092	Analyst	1000519@daffodil.ac
001121096	Developer	1000857@daffodil.ac
001121804	Tester	1000740@daffodil.ac

3. Meeting Agenda	
Topic	Time
1. Recheck and update about the previous sprint.	10 Minutes
2. Discussion on second product backlog and time estimate.	40 Minutes

4. Pre-work/Preparation (documents/handouts to bring, reading material, etc.)		
Discussion	Decision	Action To Taken
Discussion 1: Discussion and check previous sprint.	Successfully completed previous 2 sprint. Evaluated the 1 st product backlog.	Tracking progress of the second backlog.
Discussion 2: For next 2 sprint discussion on second product backlog.	First backlog fulfills the requirements. Discussion on second product backlog.	Every team member will be performed.

5. Next Meeting					
Date: (MM/DD/YYYY)	08-OCT-2020	Time:	11:00 PM	Location:	DIA
Objective:	Discussion and start third product backlog.				

MEETING MINUTES - 08

Meeting/Project Name:	ICM GROUP TASK		
Date of Meeting: (MM/DD/YYYY)	08-OCT-2020	Time:	11.00 PM
Meeting Facilitator:		Location:	DIA

1. Meeting Objective

Discussion and start third product backlog.

2. Attendees

Name	Project Role	Email
001121060	Scrum master, Designer	1000740@daffodil.ac
001121092	Analyst	1000519@daffodil.ac
001121096	Developer	1000857@daffodil.ac
001121804	Tester	1000740@daffodil.ac

3. Meeting Agenda

Topic	Time
1. Recheck and update about the previous sprint.	10 Minutes
2. Discussion on third product backlog and time estimate.	40 Minutes

4. Pre-work/Preparation (documents/handouts to bring, reading material, etc.)		
Discussion	Decision	Action To Taken
Discussion 1: Discussion and check previous sprint.	Successfully completed previous 2 sprint. Evaluated the 2 nd product backlog.	Tracking progress of the third backlog.
Discussion 2: For next 2 sprint discussion on third product backlog.	Second backlog fulfills the requirements. Discussion on third product backlog.	Every team member will be performed.

5. Next Meeting					
Date: (MM/DD/YYYY)	12-OCT-2020	Time:	11.00 PM	Location:	DIA
Objective:	Discussion and start fourth product backlog.				

MEETING MINUTES - 09

Meeting/Project Name:	ICM GROUP TASK		
Date of Meeting: (MM/DD/YYYY)	12-OCT-2020	Time:	11.00 PM
Meeting Facilitator:		Location:	DIA

1. Meeting Objective
Discussion and start fourth product backlog.

2. Attendees		
Name	Project Role	Email
001121060	Scrum master, Designer	1000740@daffodil.ac

001121092	Analyst	1000519@daffodil.ac
001121096	Developer	1000857@daffodil.ac
001121804	Tester	1000740@daffodil.ac

3. Meeting Agenda	
Topic	Time
1. Recheck and update about the previous sprint.	10 Minutes
2. Discussion on fourth product backlog and time estimate.	40 Minutes

4. Pre-work/Preparation (documents/handouts to bring, reading material, etc.)		
Discussion	Decision	Action To Taken
Discussion 1: Discussion and check previous sprint.	Successfully completed previous 2 sprint. Evaluated the 3 nd product backlog.	Tracking progress of the fourth backlog.
Discussion 2: For next 2 sprint discussion on fourth product backlog.	Third backlog fulfills the requirements. Discussion on fourth product backlog.	Every team member will be performed.

5. Next Meeting					
Date: (MM/DD/YYYY)	14-OCT-2020	Time:	11:00 PM	Location:	DIA
Objective:	Discussion and start five product backlog.				

MEETING MINUTES - 10

Meeting/Project Name:	ICM GROUP TASK		
Date of Meeting: (MM/DD/YYYY)	14-OCT-2020	Time:	11.00 PM
Meeting Facilitator:		Location:	DIA

1. Meeting Objective

Discussion and start fifth product backlog.

2. Attendees

Name	Project Role	Email
001121060	Scrum master, Designer	1000740@daffodil.ac
001121092	Analyst	1000519@daffodil.ac
001121096	Developer	1000857@daffodil.ac
001121804	Tester	1000740@daffodil.ac

3. Meeting Agenda

Topic	Time
1. Recheck and update about the previous sprint.	10 Minutes
2. Discussion on fifth product backlog and time estimate.	40 Minutes

4. Pre-work/Preparation (documents/handouts to bring, reading material, etc.)		
Discussion	Decision	Action To Taken
Discussion 1: Discussion and check previous sprint.	Successfully completed previous 2 sprint. Evaluated the 4th product backlog.	Tracking progress of the fifth backlog.
Discussion 2: For next 2 sprint discussion on fifth product backlog.	Third backlog fulfills the requirements. Discussion on fifth product backlog.	Every team member will be performed.

5. Next Meeting					
Date: (MM/DD/YYYY)	16-OCT-2020	Time:	11:00 PM	Location:	DIA
Objective:	Discussion and start sixth product backlog.				

MEETING MINUTES - 11

Meeting/Project Name:	ICM GROUP TASK		
Date of Meeting: (MM/DD/YYYY)	16-OCT-2020	Time:	11.00 PM
Meeting Facilitator:		Location:	DIA

1. Meeting Objective
Discussion and start sixth product backlog.

2. Attendees		
Name	Project Role	Email
001121060	Scrum master, Designer	1000740@daffodil.ac

001121092	Analyst	1000519@daffodil.ac
001121096	Developer	1000857@daffodil.ac
001121804	Tester	1000740@daffodil.ac

3. Meeting Agenda	
Topic	Time
1. Recheck and update about the previous sprint.	10 Minutes
2. Discussion on sixth product backlog and time estimate.	40 Minutes

4. Pre-work/Preparation (documents/handouts to bring, reading material, etc.)		
Discussion	Decision	Action To Taken
Discussion 1: Discussion and check previous sprint.	Successfully completed previous 2 sprint. Evaluated the 5th product backlog.	Tracking progress of the sixth backlog.
Discussion 2: For next 2 sprint discussion on fifth product backlog.	Third backlog fulfills the requirements. Discussion on sixth product backlog.	Every team member will be performed.

5. Next Meeting					
Date: (MM/DD/YYYY)	20-OCT-2020	Time:	11:00 PM	Location:	DIA
Objective:	Discussion and start seventh product backlog.				

MEETING MINUTES - 12

Meeting/Project Name:	ICM GROUP TASK		
Date of Meeting: (MM/DD/YYYY)	20-OCT-2020	Time:	11.00 PM
Meeting Facilitator:		Location:	DIA

1. Meeting Objective

Discussion and start seventh product backlog.

2. Attendees

Name	Project Role	Email
001121060	Scrum master, Designer	1000740@daffodil.ac
001121092	Analyst	1000519@daffodil.ac
001121096	Developer	1000857@daffodil.ac
001121804	Tester	1000740@daffodil.ac

3. Meeting Agenda

Topic	Time
1. Recheck and update about the previous sprint.	10 Minutes
2. Discussion on seventh product backlog and time estimate.	40 Minutes

4. Pre-work/Preparation (documents/handouts to bring, reading material, etc.)		
Discussion	Decision	Action To Taken
Discussion 1: Discussion and check previous sprint.	Successfully completed previous 2 sprint. Evaluated the 6th product backlog.	Tracking progress of the seventh backlog.
Discussion 2: For next 2 sprint discussion on fifth product backlog.	Third backlog fulfils the requirements. Discussion on seventh product backlog.	Every team member will be performed.

5. Next Meeting					
Date: (MM/DD/YYYY)	24-OCT-2020	Time:	11:00 PM	Location:	DIA
Objective:	Final evaluation of the product.				

MEETING MINUTES - 13

Meeting/Project Name:	ICM GROUP TASK		
Date of Meeting: (MM/DD/YYYY)	24-OCT-2020	Time:	11.00 PM
Meeting Facilitator:		Location:	DIA

1. Meeting Objective
Final evaluation of the product.

2. Attendees		
Name	Project Role	Email
001121060	Scrum master, Designer	1000740@daffodil.ac

001121092	Analyst	1000519@daffodil.ac
001121096	Developer	1000857@daffodil.ac
001121804	Tester	1000740@daffodil.ac

3. Meeting Agenda	
Topic	Time
1. Recheck and update about the previous sprint.	10 Minutes
2. Discussion on final product after build.	40 Minutes

4. Pre-work/Preparation (documents/handouts to bring, reading material, etc.)		
Discussion	Decision	Action To Taken
Discussion 1: Discussion and check previous sprint.	Successfully completed previous 2 sprint. Evaluated the 7th product backlog.	
Discussion 2: Discussion on final product after build.	Evaluated all the features and requirements of the developed product.	Every team member will evaluate the products.

5. Next Meeting					
Date: (MM/DD/YYYY)	24-OCT-2020	Time:	11:00 PM	Location:	DIA
Objective:	Thank you.				

Product Backlog

Features	MoSCoW Priority	Items	Initial Size Estimate (Fibonacci sequence)
#1	Must Have	Users will be able to see and read current events, stories and top resources from the MIT home page .	13
#2	Must Have	Users will be able to read admission information, guidelines and can get aid from MIT admission page .	21
#3	Must Have	Users will be able to get contact info from contact page .	13
#4	Must Have	Users will be able to deal with enquiries from feedback page.	5
#5	Should Have	Users will be able to know about MIT services such as research centers, labs, programs and more from their research page .	13
#6	Should Have	Users will be able to read world wide latest news from the news page .	8
#7	Should Have	Users will be able to read success stories from alumni news page . So users can access things from the past post.	8
#8	Should Have	User will be able to read about the MIT mission, community, faculty and leadership from About page .	5
#9	Could Have	Users will be able to get quick information from MIT websites, locations and people via Search Option.	3

#10	Wont Have	User will be notified latest news and update via Social Media	3
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Sprint Backlog

Sprint Date: 18-Sep-20 to 23-Sep-20

Sprint - 1									
Product Backlog Item	Sprint Task	Assigned Person	Initial Estimate of Effort	1	2	3	4	5	6
Users will be able to see and read current events, stories and top resources from the MIT home page .	Collecting and provide information about the site.	Analyst	4	2	1	0	0	0	1
	Design the database	Designer	3	0	2	1	0	0	0
	Create wireframe for webpage (User interface)	Designer	7	0	0	0	4	3	0
	Build webpage	Developer	14	0	4	4	3	2	1
	Write the unit test	Tester	5	0	0	1	1	1	2
	Update the product owner and get feedback	Scrum Master	4	0	0	0	0	1	3
	Total		37	2	7	6	8	7	7

Sprint Date: 24-Sep-20 to 29-Sep-20

Sprint - 2									
Product Backlog Item	Sprint Task	Assigned Person	Initial Estimate of Effort	1	2	3	4	5	6
Users will be able to get contact info from contact page .	Collecting and provide information about the contact page.	Analyst	3	0	0	0	2	1	0
	Build the webpage user interface	Designer	5	0	0	0	3	2	0
	Build the contact page	Developer	5	0	0	0	2	3	0
	Write the unit test	Tester	2	0	0	0	0	1	1
	Update the product owner and get feedback	Scrum Master	2	0	0	0	0	0	2
	Total		17	0	0	0	7	7	3
Users will be able to deal with enquiries from feedback page.	Collecting and provide information about the enquiries page.	Analyst	5	3	1	1	0	0	0
	Build the webpage user interface	Designer	3	0	2	1	0	0	0
	Build the c enquiries page	Developer	7	0	0	5	2	0	0
	Write the unit test	Tester	2	0	0	0	1	1	0
	Update the product owner and get feedback	Scrum Master	3	0	0	0	0	2	1
Total			20	3	3	7	3	3	1

Sprint Date: 30-Sep-20 to 05-Oct-20

Sprint - 3									
Product Backlog Item	Sprint Task	Assigned Person	Initial Estimate of Effort	1	2	3	4	5	6
Users will be able to read admission information, guidelines and can get aid from MIT admission page .	Collecting and provide information about the admission + aid page.	Analyst	9	4	3	2	0	0	0
	Create web page User interface	Designer	7	0	3	2	2	0	0
	Build the admission + aid webpage	Developer	12	0	4	4	2	2	0
	Write automated test script	Tester	3	0	0	0	2	1	0
	Update the product owner and get feedback	Scrum Master	4	0	0	0	0	2	2
	Total		35	4	10	8	6	5	2

Sprint Date: 06-Oct-20 to 11-Oct-20

Sprint - 4									
Product Backlog Item	Sprint Task	Assigned Person	Initial Estimate of Effort	1	2	3	4	5	6
Users will be able to know about MIT services such as research centers, labs, programs and more from their research page .	Collecting and provide information about the research page.	Analyst	7	3	4	0	0	0	0
	Build webpage user interface	Designer	4	0	3	0	0	0	0
	Build the research page	Developer	6	0	0	4	2	0	0
	Write the unit test	Tester	3	0	0	0	2	1	0
	Update the product owner and get feedback	Scrum Master	4	0	0	0	0	1	3
	Total		24	3	7	4	4	2	3
Users will be able to read world wide latest news from the news page .	Collecting and provide information about the news page.	Analyst	5	3	1	0	0	0	0
	Build webpage user interface	Designer	6	0	3	2	1	0	0
	Build the news page	Developer	8	0	0	4	2	2	0
	Write the unit test	Tester	2	0	0	0	0	0	2
	Update the product owner and get feedback	Scrum Master	1	0	0	0	0	0	1
Total			22	3	4	6	3	2	3

Sprint Date: 12-Oct-20 to 17-Oct-20

Sprint - 5									
Product Backlog Item	Sprint Task	Assigned Person	Initial Estimate of Effort	1	2	3	4	5	6
User will be able to read about the MIT mission, community, faculty and leadership from About page .	Collecting and provide information about the About page.	Analyst	3	2	0	0	0	0	0
	Build the webpage user interface	Designer	4	0	3	0	0	0	0
	Build the About page	Developer	10	0	4	4	4	0	0
	Write the unit test	Tester	5	0	0	0	2	3	0
	Update the product owner and get feedback	Scrum Master	6	0	0	0	0	3	3
	Total		28	2	7	4	6	6	3

Sprint Date: 18-Oct-20 to 23-Oct-20

Sprint - 6									
Product Backlog Item	Sprint Task	Assigned Person	Initial Estimate of Effort	1	2	3	4	5	6
Users will be able to read success stories from alumni news page . So users can access things from the past post.	Collecting and provide information about the alumni news page.	Analyst	3	2	0	0	0	0	0
	Build the webpage user interface	Designer	6	0	3	2	0	0	0
	Build alumni page	Developer	9	0	5	3	1	0	0
	Write the unit test	Tester	2	0	0	0	0	2	0
	Update the product owner and get feedback	Scrum Master	3	0	0	0	0	2	1
	Total		23	2	8	5	1	4	1

Burndown Chart

