

# MINUTES OF THE MEETING

DATE: 5th JAN, 2024

Location: Virtual(Zoom)

Time: 11:00 AM

Attendees: 15

Facilitator: Dr. Akash Das

## Discussions:

### 1. MOM FORMAT:

We discussed about how the MoM format can be improvised. The facilitator shared demo format and explain what all much be included in a formal MoM. Helped in correcting the submitted MoM of the previous.

### 2. MONDAY.COM:

Created an account on monday.com. Learn scan through the layout and understand on how to create a management board and work on it.

### 3. SPRINT MANAGEMENT:

Create a Kanban board to manage a sprint as a sample to get a hands on website working and features.

### 4. ROLES IN A PROJECT:

We learned about the various roles while managing a project. Scrum master is the person who designs work decides the work distributions for each sprint. Product owner is the user or client who the team and scrum master are answerable to. Then we have the team includes all the people who are working on the project.

## AGREED ACTIONS:

1. Create an MoM for todays session.
2. Create sprint management for building a blogging forum.