

MINUTES OF THE MEETING

DATE: 3th JAN, 2024

Location: Virtual(Zoom)

Time: 11:00 AM

Attendees: 18

Facilitator: Dr. Akash Das

Discussions:

1. AGILE METHODOLOGY

A brief presentation was given regarding the Software Development Life Cycle (SDLC) model and the drawbacks of being unable to go back and fix mistakes or make changes in earlier stages. As a result, the spiral model was created, which iteratively cycles through each step while revolving in a spiral fashion.

Next, we talked about the RAD Model and the Prototype Model. The description of how the agile model operates and why it performs better than earlier approaches leads the conversation forward.

2. SCRUM

The facilitator talks about the benefits and significance of scrum. We gained knowledge on how the scrum process is broken down into sprints, which are short bursts of time spent working on the massive amount of work. It raises the work's efficiency. With Scrum, formal documentation is not necessary. Encourages additional meetings in persons to discuss the present state and future plans for the project. Oppose extensive planning and favour incremental planning, in which decisions are made on the course of action.

3. SPRINTS

We continue by going over the definition of sprints. The length of time spent on each sprint. How project management can benefit from using sprints. The scrum master, who oversees the project, assigns tasks to sprints. All of the tasks needed to finish the sprint are included in the product backlog. Each member has been given a particular assignment, known as a user story. The purpose

of the sprint retrospective meeting is to gather progress updates for every individual allocated to the sprint.

AGREED ACTIONS:

1. Create an account on monday.com
2. Install GIT SCM
3. Instal Visual studio
4. Create an MoM for todays session