# Sprint 1 Planning Agenda

**Date/Location:** 12-Aug-2022 at 10:00 PM in ZOOM

**Information Updates/Reminders**

**=============================**

* The next 6-8 weeks, we are going to work on a project.
* Everyone should be able to use git, github wiki’s, Trello, Slack.

**Decisions Needed**

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* Decision about the programming language that the team will use in the project.
* Decision about the frameworks (for implementation purposes) that the team will use in the project.

**General Items**

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* Need a Trello board created for this project and team. Actions and other details will be posted there. Columns used need to be decided. Someone needs to create and invite other team members.
* Need a workspace in Slack project to track the time the team uses. Someone needs to create and invite team members (using email addresses). We need to decide when to create channels (related to topics) in workplace and need to do all communications there.
* Need a github account for this project. One team member will create a repo in github and invite the rest of the team members.
* Need github wiki pages to document project details.
* Allocate one/two team members to check coding standards. They should come up with at-least 2 coding standards.
* Allocate one/two team members to check documentation tool(s). They should come up with at-least 1/2 tools (with brief summary of the usage, advantages and disadvantages) for source code level documentation.

# Sprint 1 Planning Minutes

**Date/Location:** 12-Aug-2022, ZOOM  
Attendees: Nusrat Nizam (NZ), Sadia Hamid (SH), Asana Alo (AA), Shahinul Santo (SS)  
Start Time: 10:00 PM  
End Time: 11:30 PM

**Decisions**

**=========**

* Finding Initial objectives.

**Actions**

**=======**

* 1 Create Trello board ….
* 2 Create GitHub repo……
* 3 Create slack account.
* 4 Coding Standards identification.
* 5 Finding proper documentation tools.
* 6 Document project details in GitHub wiki pages.

|  |  |  |
| --- | --- | --- |
| **Action** | **Allocated team member(s)** | **Deadline** |
| Action-1 | NZ, SH, AA, SS | 14/09/2022 |
| Action-2 | NZ, SH, AA, SS | 14/09/2022 |
| Action-3 | NZ, SH, AA, SS | 14/09/2022 |
| Action-4 | NZ, AA | 15/09/2022 |
| Action-5 | SH, SS | 15/09/2022 |
| Action-6 | NZ | 16/09/2022 |

# Meeting 2 Agenda

**Date/Location:** 25-Sep-2022 at 9:30 PM in ZOOM

**Information Updates/Reminders**

**=============================**

* Next 26-Sep-2022 -- 10-Oct-2022 is for Sprint-1
* Everyone should be able to use
* Android Studio   
  github wiki’s  
  Trello  
  Slack

**Decisions Needed**

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* No decision needed

**General Items**

**=============**

* Every member need to is added to GitHub repository as **collaborators**.
* Features for Sprint-1 need to be discussed

# Meeting 2 Minutes

**Date/Location:** 25-Sep-2022, ZOOM  
Attendees: Nusrat Nizam (NZ), Sadia Hamid (SH), Asana Alo (AA), Shahinul Santo (SS)

Start Time: 9:30 PM  
End Time: 11:15 PM

**Decisions**

**=========**

* Finding Initial objectives.
* Discuss Android Studio

**Actions**

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* 2 Given Task 1
* 3 Create slack account.
* 4 Discussed about 5 features for sprint 1