**Meeting Plan**

Daily/Weekly Scrum Note

Documenting every meeting made our work much easier and efficient. On days we were unable to meet were discussed via Skype and Viber to make it more effective.

Weekly Reports

Weekly meetings were one of the main tasks of the project. In these meetings we discussed about each member updates during the particular week and their contribution toward the project. So each team member is fully aware about the progress of the project and their contribution to the project. These meetings help us to understand our responsibilities. After the meeting we document a summary of the each meeting. Our meeting were held according to this plan.

* What’s been accomplished since the last meeting?

At this stage we discussed about what team members accomplished for the past week and how they achieved them. We understood many useful things through this process by discussing those achievements. Meantime weekly meeting spreadsheets were updated with meeting notes and some of them were difficulties we faced and errors needed attention.

* What needs to be done before the next meeting?

In this stage whole team discussed about the changes required, improvements need to be done for assigned tasks to run the project smoothly.

* What obstacles are in the way?

Here we mainly discussed about strategies and solutions for the obstacles we had during the week and solutions needed to minimize the turnaround time to clear those obstacles.

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| Meeting Date | Meeting Time | Venue | Discussion |
| 16.06.2016 | Break during the lecture | NSBM Auditorium | This is the first meeting, so we discussed about following things.   * R&D * Weekly meeting structure * Chose a suitable IDE, UI layout * Identified resources for each role |
| 19.06.2016 | 1600 - 1800 | NSBM Study Area | This is the weekly meeting for (17.06.2016 – 18.06.2016)   * Discussed about everyone’s finding on the given tasks. * Check for dependencies of each task and implement a schedule * Assigned new tasks for the team * Flowcharts, WBS, Wireframe designing * Mock UI * R & D further more |
| 25.06.2016 | 1000-1700 | NSBM Study Area | This is the weekly meeting for (20.06.2016 – 24.06.2016)   * Flowcharts, WBS, Wireframe designing reviewed and finalized by the team. * Modified UI * Checked the Interim report up to date |