

WOC7010 ANIMOJI AGILE PROJECT

MOM FOR WEEK2 – DS2 & REFINING PLANNING AND DS1

Time: 05 Jan 2022 – 09:00 PM (GMT +08:00) Kuala Lumpur

Invitees: Aishwarya Sundaram, Karishma Patel, Licheng Xu, Lokesh Jain and Wong Seng

Attendees: Aishwarya Sundaram, Karishma Patel, Licheng Xu, Lokesh Jain and Wong Seng

Minutes Taker: Aishwarya Sundaram

Recording Link:

https://365umedumy.sharepoint.com/sites/WOC7010AgileSoftwareDevelopment/Shared%20Documents/General/Recordings/Project%20Planning,DS1%20and%20DS2-20220105_210348-Meeting%20Recording.mp4?web=1

AGENDA

Refining tasks in planning and DS1

Finalization of set of emotions

Task allocation for DS2

MINUTES OF MEETING

Index	Action Item	Assignee	Due Date	Status	Remarks
1	Meeting schedule: <ul style="list-style-type: none">Daily stand up in WhatsApp – 15 min.Weekly outcome verification during Sunday stand-up in MS TEAMS meeting.Weekly sprint planning on every Wednesday which would include sprint review/retrospective.After Dr's weekly interview on Tuesday, team shall clarify with Dr (product owner) for any issues.	Aishwarya	01-Feb-2022	In Progress	MOM will be drafted and uploaded under "Meeting" folder in shared path.
2	Moving project artifacts to GITHUB	Licheng	09-Jan-2022	In Progress	For now, it is Google drive. Licheng to create repository in GITHUB and move the existing artifacts
3	UX Design	Karishma	16-Jan-2022	In progress	To start the preparation for implementation for UX design and completed within 16 Jan

4	Analysis and Animoji creation on emotions	Fear-Lokesh Sadness – Karishma Joy- Licheng/Seng Surprise- Aishwarya	09-Jan-2022	In progress	Analyze the emotion chosen by each member and create an Animoji and to be presented during stand up call on 09-Jan-2022 09:00 PM.
5	Creation of relevant tasks in scrum board in Asana	Entire Team	09-Jan-2022	In progress	Every team member to create their own action items as tasks in the scrum board to relevant weeks.

Meeting adjourned at 09:40:00 PM