**MINUTES OF FIRST MEETING FOR GROUP B HELD ON 10 FEBRUARY 2018**

**ENTERPRISE WEB**

1.0 **PRESENT**

1. Tiyamike Kachule
2. Rabecca Banda
3. Patience Jimu
4. Chisomo Saguga
5. Mainala Mhone
6. Esther Kondowe

2.0 **AGENDA**

1. Members to volunteer for roles
2. Identify Product Backlogs

3.0 **PROCEEDINGS**

The meeting started at 12:30 pm

**Members’ roles**

Members volunteered to take roles as follows:-

**Role** **Member**

1. Scrum Master : Mainala
2. Product Owner : Esther
3. Database Designer : Rabecca
4. Programming : Patience
5. Information Architect : Tiyamike
6. Web Designer : Chisomo Saguga
7. Tester : Chisomo, Patience, Tiyamike, Esther

**Backlogs identified**

1. As a Quality Assurance Manager I would like to check all processes to ensure good quality.

2. As a Quality Coordinator I would like to manage the processes of the depts. And encourage students to contribute

3. As a student I would like to submit ideas

4. Allow students to agree on Terms and Conditions before submitting ideas

5. As a student I can opt to upload documents to support ideas

6. As a Quality Assurance Manager I would add or delete ideas

7. Allow Staff and Students to see all submitted ideas and comments

8. Allow Staff and Students to like or dislike ideas (thumbs up or down)

9. Allow staff comments to be viewed by staff and student’s comments by both staff and students

4.0 **CLOSING**

The meeting did not complete identifying more backlogs therefore agreed to meet again the following day. Members agreed that one of the agenda items was to identify entities and come up with an Entity Relationship Diagram. The meeting closed at 02:30.