Scrum meeting minutes

Meeting 01

Date & Time: 25/09/16   10.00 a.m

Participants:

Deshan Dharmakirthi
S.T.T.Y. Gunawardena
A. A. Duneesha Neelanu Kodithuwakku
M.J.S Mashoodha

Major things concentrated

During our first scrum meeting all the team members thoroughly analyzed the case study and listed down all the requirements found. Then our information architect S.T.T.Y. Gunawardena prioritized all those requirements according to MOSCOW prioritization. The rest of the members carried out feasibility study for the project.

Tasks for the team members to complete until the next sprint meeting

1. **Deshan Dharmakirthi**
Analyze the system for any additional requirements and prepare requirements catalogue by identifying functional and non-functional requirements of the system. Prepare gantt chart for the whole project including time frames for each activity.

2. **M.J.S Mashoodha**
Do a research on any similar systems that currently exists and analyze their features.

3. **S.T.T.Y. Gunawardena**
Draw use case diagram to cover the major functionality by identifying the scope of the system.

4. **A. A. Duneesha Neelanu Kodithuwakku**
Draw a rich picture for the current manual system in order to identify the problematic areas that should be addressed by the new system.

Meeting 02

Date & Time: 30/09/16   01.00 p.m

Participants:

Deshan Dharmakirthi
S.T.T.Y. Gunawardena
A. A. Duneesha Neelanu Kodithuwakku
M.J.S Mashoodha

Major things concentrated

During the second meeting, the members planned on how to build the system in order to meet the prioritized requirements. M.J.S Mashoodha has found some new features that are favorable for implementing in the new system and Deshan Dharmakirthi included them in the requirement catalogue. S.T.T.Y. Gunawardena drew some wireframes to demonstrate the design of the system.

Tasks for the team members to complete until the next sprint meeting

1. **Deshan Dharmakirthi**
Document all the gathered facts and draw some technical diagrams such as activity diagrams and state charts to aid the design of the system.

2. **M.J.S Mashoodha**
Implementing a design plan for the system with the ideas gathered by analyzing similar systems.

3. **S.T.T.Y. Gunawardena**
Edit the use case diagram according to the finalized requirement set and write primary and secondary scenarios for each use case.

4. **A. A. Duneesha Neelanu Kodithuwakku**
Drawing some more UML diagrams for the system such as class diagram and sequence diagrams.

Meeting 03

Date & Time: 3/09/16   01.00 p.m

Participants:

Deshan Dharmakirthi
S.T.T.Y. Gunawardena
A. A. Duneesha Neelanu Kodithuwakku
M.J.S Mashoodha

Major things concentrated

In the third meeting we focused more on the GUI design of the system. S.T.T.Y. Gunawardena completed all the wireframes to depict the design of the system. Rest of the members checked and gave their feedback on them. Deshan cross checked the completed UML diagrams with the wireframes in order to verify the suitability of the design for the system functionality.

Tasks for the team members to complete until the next sprint meeting

1. **Deshan Dharmakirthi**

Collect all the diagrams and put them in the group repository.

2. **M.J.S Mashoodha**

Start designing the user interfaces of the system aiding the wireframes drawn by S.T.T.Y. Gunawardena.

3. **S.T.T.Y. Gunawardena**

Draw the ER diagram for the system by identifying main entities and their relationships in the system.

4. **A. A. Duneesha Neelanu Kodithuwakku**

Prepare a test plan to test the system.

Meeting 04

Date & Time: 7/10/16 09.00 a.m

Participants:

Deshan Dharmakirthi
S.T.T.Y. Gunawardena
A. A. Duneesha Neelanu Kodithuwakku
M.J.S Mashoodha

Major things concentrated

In the fourth meeting we mainly concerned about the physical design of the system. S.T.T.Y. Gunawardena has drawn the ER diagram and he mapped it into a physical set of relational tables with the help of other members. Mashoodha has designed some interfaces for major functionalities of the system and presented it to the team members.

Tasks for the team members to complete until the next sprint meeting

1. **Deshan Dharmakirthi**

Assist M.J.S Mashoodha with the development and checking the mapped table set with the design of the system to verify that it supports well for the development.

2. **M.J.S Mashoodha**

Complete the design of the system and develop a prototype to depict the major functionality of the system.

3. **S.T.T.Y. Gunawardena**

As the team leader, evaluate the progress of the project and giving his ideas on the development.

4. **A. A. Duneesha Neelanu Kodithuwakku**

Write test cases to test the functionalities developed by M.J.S Mashoodha.

Meeting 05

Date & Time: 10/10/16   10.00 a.m

Participants:

Deshan Dharmakirthi
S.T.T.Y. Gunawardena
A. A. Duneesha Neelanu Kodithuwakku
M.J.S Mashoodha

Major things concentrated

During this meeting M.J.S Mashoodha demonstrated the functionality of her prototype to the team members. Members gave their feedback and suggestions on that and Duneesha added a new requirement for the system. Deshan updated the requirement catalogue and diagrams to match the new requirement.

Tasks for the team members to complete until the next sprint meeting

1. **Deshan Dharmakirthi**

Assist Duneesha with testing and help to resolve the bugs.

2. **M.J.S Mashoodha**

Continue the development of the system incorporating feedback of the other team members and product owner.

3. **S.T.T.Y. Gunawardena**

Monitor the performance of each team member and encourage them to complete their work before deadline.

4. **A. A. Duneesha Neelanu Kodithuwakku**

Carrying out unit testing for the prototype developed by Mashoodha and report the bugs found.

Meeting 06

Date & Time: 15/10/16 11.00 a.m

Participants:

Deshan Dharmakirthi
S.T.T.Y. Gunawardena
A. A. Duneesha Neelanu Kodithuwakku
M.J.S Mashoodha

Major things concentrated

During this meeting the team mainly focused on the development process and finalized the design of the system. M.J.S Mashoodha has completed developing all the Must Have and Should Have requirements of the prioritized requirement list. Duneesha presented the reports of her testing to the team members.

Tasks for the team members to complete until the next sprint meeting

1. **Deshan Dharmakirthi**
   Preparing scrum meeting minutes according to the given tasks of team members.

2. **M.J.S Mashoodha**
   Continue the system development and fixing bugs found in testing.

3. **S.T.T.Y. Gunawardena**
   Checking the compatibility of the system on various devices such as mobiles, tablets and desktops and suggesting improvements.

4. **A. A. Duneesha Neelanu Kodithuwakku**
   Continue testing and create more test cases for the remaining requirements to develop.

Meeting 07

Date & Time: 21/10/16   09.00 a.m

Participants:

Deshan Dharmakirthi
S.T.T.Y. Gunawardena
A. A. Duneesha Neelanu Kodithuwakku
M.J.S Mashoodha

Major things concentrated

At the time of this meeting the team was in the final stage of the development of the system. All the requirements have been met and we concentrated more on validation procedures of the system and standard documentation.

Tasks for the team members to complete until the next sprint meeting

1. **Deshan Dharmakirthi**

Collect all the artifacts generated during the development process and updating the group repository.

2. **M.J.S Mashoodha**

Implementing more validation rules to maintain the integrity of the system.

3. **S.T.T.Y. Gunawardena**

Review the system and giving some suggestions on how to improve the quality of the system.

4. **A. A. Duneesha Neelanu Kodithuwakku**

Carry out black box and white box testing for the whole system.

Meeting 08

Date & Time: 27/10/16   01.00 p.m

Participants:

Deshan Dharmakirthi
S.T.T.Y. Gunawardena
A. A. Duneesha Neelanu Kodithuwakku
M.J.S Mashoodha

Major things concentrated

This was our last meeting and the development of the system has been completed. Therefore we put more effort in testing and resolving the bugs found. Duneesha submitted the bug report of her black box and white box testing to the team.

Tasks for the team members to complete until the next sprint meeting

1. **Deshan Dharmakirthi**

Update and check the group repository to verify all the documents are included.

2. **M.J.S Mashoodha**

Do some changes to the system incorporating the feedback from other members and fix bugs found in black box and white box testing.

3. **S.T.T.Y. Gunawardena**

Focusing on some more technical diagrams which are important for the project but not completed yet.

4. **A. A. Duneesha Neelanu Kodithuwakku**

Carry out cross browser compatibility testing for the system and report the issues found.