BookInTime

Meeting Minutes 10/01/2022

CSCI-P465/565 (Software Engineering I)

Meeting Attendees

Brendan McShane

Aditya Shahapure

Shanthan Reddy

Laskshmi Kota

General Meeting Info

Meeting Purpose:

Discuss expectations for deliverables for sprint 1, framework for sprints going forward

Start Time: 7:00 PM

Stop Time: 7:30 PM

Old Business:
N/A

New Business:
Outlining Deliverables for Sprint 1

Discussions Summary:

We essentially outlined the mechanics of each sprint and got clarifying details on what was expected for the deliverables for sprint 1. We were walked through a few templates to be shown what was expected from us and how to format the files we would be submitting for the sprint. Beyond that, we discussed and strategized around the framework and details of how we would handle sprints going forward.

Decisions Summary:

- We'll have our mid and end sprint summary meetings during the weekends
- Have standup meetings every alternate day
- Keep roles dynamic and flexible
- End of sprint meeting will indicate end of sprint