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Goals	
	Implement a successful project by adhering to the project plan and roadmap
	Conduct team meetings
	Learn and execute the tasks and responsibilities of Agile Methods
	Get an insight into the project roles
	Gather full business requirements of the training app from industry owner
Meeting norms	
	Mandatory meetings from Wednesday 12.30, everybody should participate in meetings regularly
	One additional weekly meeting like Sunday, everybody should participate in general (at least two people)
	Inform other team members if someone will be late and take accountability
Working norms	
	If one cannot fulfill the task due to the time constraints or for any other reason, then informing the team well ahead would be expected
	Difficult tasks can be solved as a group, but split the tasks as far as possible to work independently
	Raise project related queries to the product owner and seek regular confirmations and approvals
	Finish all the assigned tasks meeting the project deadlines
	Pull principle : Everyone can take the task that they like to do
Coordination norms	
	Team Coordination over WhatsApp and MS Teams
	Project Owner acts as the Leader of the team meetings and ensures the project runs on track.
	Allocate assignments: Nobody has to do all the tasks, which he or she does not want to do. However, keep track on the tasks which nobody wants to do it, allocate the task to the right person.
	Be responsible and respectful to each other
Communication norms	
	Communicate over MS Teams and WhatsApp (and Zoom in case of connection issues)
	Upload the project documentation in the designated project Tool
	A quick response or acknowledgement is expected. However, inform team members well ahead if someone is not available, quick answers to a topic should be possible for everybody
	Inform team members if possible, the day before if one cannot participate in the meeting
	Communicate beforehand your personal issues (e.g., Examination period, excuses afterwards are not accepted)
Consideration norms	
	Discuss relevant topics during the meetings
	Have a vote on agreement / disagreement in case of differences in ideas and opinions
Cont. improvement norms	
	Track team's progress by conducting status update meetings regularly (protocol)
	Upload / share lecture slides, documents, and other information in MS Teams
Rewards	
	Celebrate special efforts or MVP of every sprint in the HALL OF FAME
Sanctions	
	We will make a list of the backlogs, and at the end of the project bring chocolates, make their place in the HALL OF SHAME.

#	Meeting Day	Comment	Coach	Product Owner	Software Developer	Scrum Master	Release Manager
1	2021-04-14		Yes		Everyone else	N/A	N/A
2	2021-04-21		Yes	Tuhin	Everyone else	Charinee	Dominik
3	2021-04-28		Yes	Finley	Everyone else	Sandra	Matti
4	2021-05-05			Tuhin	Everyone else	Marlon	Vaidehi
5	2021-05-12		Yes	Finley	Everyone else	Tuhin	Sandra
6	2021-05-19			Tuhin	Everyone else	Matti	Charinee
7	2021-05-26	Mid-term due	Yes	Finley	Everyone else	Dominik	Marlon
8	2021-06-02			Tuhin	Everyone else	Charinee	Dominik
9	2021-06-09			Finley	Everyone else	Vaidehi	Matti
10	2021-06-16		Yes	Tuhin	Everyone else	Finley	Charinee
11	2021-06-23			Finley	Everyone else	Sandra	Vaidehi
12	2021-06-30			Tuhin	Everyone else	Matti	Sandra
13	2021-07-07		Yes	Finley	Everyone else	Dominik	Marlon
14	2021-07-14	Demo day!					
15	2021-07-21	Retrospective					

Product Vision	Project Mission
<p>The rapidly growing mass of data requires further refinements and new technologies in order to find the right data in this deluge of information. The creation and management of metadata is decisive for representing the content of stored objects and files. This metadata is held in a database for instant retrieval. Lists can be constructed from these databases to find files and objects in general, but they do not yet afford access to the real data. For this reason, a synthetic file system is considerably useful. A synthetic file system enables to access data, chosen by queries in the database of metadata. Retrieval of project-related data is done through a distributed database and a virtual file system that permits a single namespace for all relevant data designated by their metadata.</p>	<p>Due to the current Corona pandemic, as much data as possible is to be analyzed and evaluated with the help of artificial intelligence (AI). This requires a central intelligence to collect and interpret all accessible data distributed over several facilities. The key issue is that the data is organized and saved in different systems according to different storage types, structures, formats and criteria. The task, or rather mission is now to first make the data obtainable or readable via a uniform mechanism within the project time-frame. This would have the benefit of not having to adapt each application to the different memory types. The synthetic file system is a so-called adapter for each type of memory, so that a unified namespace can be formed from it.</p>

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#	Feature Definition of Done	Sprint Release Definition of Done	Project Release Definition of Done
1	Feature Code review from peers has been completed and passed	Code review from peers has been completed and passed	Code review from peers has been completed and passed
	<i>a. Code is fully implemented and commented</i>	<i>a. Code is fully implemented and commented</i>	<i>a. Code is fully implemented and commented</i>
	<i>b. Adheres to coding guidelines</i>	<i>b. Adheres to coding guidelines</i>	<i>b. Adheres to coding guidelines</i>
	<i>c. Commits are not squashed</i>	<i>c. Commits are not squashed</i>	<i>c. Commits are not squashed</i>
	<i>d. Code is checked into the repository</i>	<i>d. Code is checked into the repository</i>	<i>d. Code is checked into the repository</i>
2	Unit tests for feature have been written and are passing	Unit tests/ Integration test have been written and are passing	Unit tests/ Integration test have been written and are passing
3	Cleanliness of the Code (Readability)	Cleanliness of the Code (Readability)	Cleanliness of the Code (Readability)
4	No critical bugs are open	No critical bugs are open	No critical bugs are open
5	Feature branch has been tagged and merged	Database consistency checks in test environment succeeded	Software documentation passes external review
6	Feature Code has been included into the release (candidate)	Code has been included into the release (candidate)	User manual passes external review
7	Code Coverage:	Code Coverage:	Code Coverage:
	60 % - for Features	70 % - for Sprint Release	80 % - for Product Release

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Last Name	First Name	Value					
Mallick	Tuhin			5.00	#N/A		
Abraham	Finley						
Weghorn	Marlon	5					
Bafna	Vaidehi	5					
Schoepf	Dominik	5		0	No effort		
Schulze	Matti	5		1	Minimal effort		
Srikhaolan	Charinee	5		2	Small effort		
Arbo	Sandra	5		3	Medium effort		
				5	Large effort		
				8	Very large effort		
				13	Too large effort		
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						(> Want a taco?	