

Project Name	...
Online team meeting	https://tu-berlin.zoom-x.de/j/64327398600?pwd=iKF2e9D7PEM8Q552cgabakS0O6L9xa.1
Production system (if any)	...
Test system (if any)	...
GitHub repository	https://github.com/amosproj/amos2025ss02-building-documentation-management-system
GitHub feature board	https://github.com/orgs/amosproj/projects/80/views/2
GitHub imp-squared backlog	https://github.com/orgs/amosproj/projects/84
Team T-shirt (white)	...
Team T-shirt (black)	...
Additional materials	...
Team mailing list	oss-amos-proj2@lists.fau.de

Last Name	First Name	GitHub User Name	Email Address
Kurtz	Daniel	daku-de	daniel.kurtz@fau.de
Deli	Deniz	ddeli	d.deli@campus.tu-berlin.de
Egge	Carl	carl-egge	c.egge@campus.tu-berlin.de
Halder	Arpita	arpita739	arpita.halder@fau.de
Kazi	Masudur Rahaman	kamsur	masudur.r.kazi@fau.de
Almalla	Nirmin	Nirmin96	nirmin.almalla@campus.tu-berlin.de
Ouabo	Samuel	so77nava	samuel.ouabo@fau.de
Billah	Masum	masum-abid	masum.billah@fau.de
Hussain	Syed Affan	syedaffan10	affan.hussain@fau.de
Djamen	Bastiane	bastydjamen	eugenie.djamen@fau.de

#	Meeting Day	Product Owner		Software Developer	Release Manager	Scrum Master	Comment
		Review	Planning				
1	2025-04-16		Daniel	Everyone else	N/A	Deniz	
2	2025-04-23	Daniel	Carl	Everyone else	Arpita	Deniz	
3	2025-04-30	Carl	Daniel	Everyone else	Masudur Rahaman	Deniz	
4	2025-05-07	Daniel	Carl	Everyone else	Nirmin	Deniz	
5	2025-05-14	Carl	Daniel	Everyone else	Samuel	Deniz	
6	2025-05-21	Daniel	Carl	Everyone else	Masum	Deniz	
7	2025-05-28	Carl	Daniel	Everyone else	Syed Affan	Deniz	Mid-term due
8	2025-06-04	Daniel	Carl	Everyone else	Bastiane	Deniz	
9	2025-06-11	Carl	Daniel	Everyone else	Arpita	Deniz	
10	2025-06-18	Daniel	Carl	Everyone else	Masudur Rahaman	Deniz	
11	2025-06-25	Carl	Daniel	Everyone else	Nirmin	Deniz	
12	2025-07-02	Daniel	Carl	Everyone else	Samuel	Deniz	
13	2025-07-09	Carl	Daniel	Everyone else	Masum	Deniz	
14	2025-07-16	Daniel	Carl	Everyone else	Syed Affan	Deniz	Demo day!
15	2025-07-23	Carl	Daniel	Everyone else	Bastiane	Deniz	Retrospective
Product owners, software developers, and Scrum Master are set and ideally don't change over time; the critical part is the Release Manager role you need to define here							

Goals	<p>Deliver a product that meets the stakeholder requirements.</p> <p>Everybody in the team wants to gain some new knowledge.</p> <p>Every team member should have fun during the project.</p> <p>Coming up with innovative solutions using modern technology.</p> <p>Develop our skills in teamwork and communication.</p>
Meeting norms	<p>We meet every Wednesday in the team meeting. POs will have weekly meetings with the stakeholder which are optional for the SDs.</p> <p>Everybody should be on time for the team meeting. If you are late or unavailable please inform the group beforehand through the defined communication channels.</p> <p>We practice a respectful and non-discriminative communication with all team members.</p> <p>Everyone should do their best to participate with Camera and Microphone turned on in the team meetings.</p> <p>Meetings will follow a clear structure that is quickly presented at the beginning of the meeting.</p>
Working norms	<p>We communicate our problems with the group and help colleagues that are stuck.</p> <p>We will follow a common Git Flow that will be defined by the SDs and follows industry best-practices.</p> <p>Commit often and use clear commit messages to avoid unnecessary conflicts.</p> <p>We will always use pull requests and code reviews instead of force pushes to improve coding quality.</p>
Coordination norms	<p>The POs are responsible for allocating assignments. The POs will alternately moderate the team meetings.</p> <p>The SM is responsible for keeping the team meetings on track.</p>
Communication norms	<p>We will use Discord as technical channel for programming topics.</p> <p>The Email list and Stand Up Email will be for organizational communication and announcements.</p> <p>Everybody should check these channels daily.</p> <p>We use English as a working language.</p> <p>The WhatsApp group is an additional optional channel for group conversations.</p>
Consideration norms	<p>No side conversation and technical conversations during the team meeting.</p> <p>For team decisions and disagreements an anonymous vote will be held and the majority decides.</p>
Cont. improvement norms	<p>Stand Up Emails and Happiness Index will be used to track team work.</p> <p>No pull requests should be accepted without feedback from at least one other team member (Positive feedback is welcome).</p> <p>We practice open feedback culture and continuously improve our working environment.</p>
Rewards	By delivering on time everyone can reward themselves with a free weekend.
Sanctions	We define no sanctions.
Signatures	
Scrum Master	Deniz Deli

Product owner	Daniel Kurtz
Product owner	Carl Egge
Software developer	Masudur Rahaman Kazi
Software developer	Bastiane Djamien
Software developer	Nirmin Almalla
Software developer	Arpita Halder
Software developer	Syed Affan Hussain
Software developer	Masum Billah
Software developer	Samuel Ouabo

Product Vision	Project Mission
The reason of existence of the envisioned product (beyond this project).	The mission of this particular project (in the context of the product vision).

Term	Definition

Sprint #	Sprint goal
1	None
2	None
3	None
4	Optional
5	Write your sprint goal here
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	

Sprint #	Story Points Realized
1	
2	
3	
4	
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6	
7	
8	
9	
10	
11	
12	
13	
14	
15	
	PLEASE CREATE THE VELOCITY CHART ON A NEW TAB USING THE DATA FROM THIS TAB

Sprint	Goal	Feature Name	Est. size	Est. remaining	Real size	Real remaining
Release						
Total			0	0		
Sprints						
1			0	0	0	0
2			0	0	0	0
3			0	0	0	0
...				0		0
Features						
1						
2						
3						
		PLEASE CREATE THE BURNDOWN CHART ON A NEW TAB USING THE DATA FROM THIS TAB				

Sprint	Goal	Feature Name	Est. size	Est. remaining	Real size	Real remaining
Release						
Total			0	0		
Sprints						
1			0	0	0	0
2			0	0	0	0
3			0	0	0	0
...				0		0
Features						
1						
2						
3						
		PLEASE CREATE THE BURNDOWN CHART ON A NEW TAB USING THE DATA FROM THIS TAB				

#	Feature Definition of Done	Sprint Release Definition of Done	Project Release Definition of Done

Type	Link / reference

[illegible]

Last Name	First Name	Value					
Kurtz	Daniel	5		5.00	OK		
#REF!	#REF!	5					
Egge	Carl						
Halder	Arpita						
Kazi	Masudur Rahaman			0	No size		
Almalla	Nirmin			1	Trivial size		
Ouabo	Samuel			2	Small size		
#REF!	#REF!			3	Medium size		
Deli	Deniz			5	Large size		
				8	Very large size		
				13	Too large (size)		
How to play planning poker							
1. Everyone type their number into their value field, don't hit return yet							
2. Someone, perhaps a product owner, count down 3.. 2.. 1..							
3. Then, everyone hit return to submit their value							