# **MEETING AGENDA**

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| **Meeting/Project Name:** | Sprint Review Meeting, Sprint Planning 2/Course Management System |  |  |
| **Date of Meeting:** (MM/DD/YYYY) | 21.10.2019 | **Time:** | 9:00 AM |
| **Meeting Facilitator:** | Danil Kladov | **Location:** | Remote meeting via Skype |

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| 1. Meeting Objective |
| Demonstration of realized functionality, quality assessment of the work done. Evaluation of the sprint results, identifying gaps. Planning for the next sprint. Selection of user stories that fall into the next sprint. |

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| 2. Attendees |  |  |  |
| **Name** | **Department/Division** | **E-mail** | **Phone** |
| Kaldov Danil | Development team, SCRUM-master, designer | danylo.kladov@nure.ua |  |
| Sokolova Victiria | Development team,Front-end | viktoriia.sokolova@nure.ua |  |
| Andrusevych Andrey | Development team, Business analyst, Tester | [andrii.andrusevych@nure.ua](mailto:andrii.andrusevych@nure.ua) |  |
| Khrystova Anastasiia | Development team, Business analyst, Tester | anastasiia.khrystova@nure.ua |  |
| Solovey Illia | Development team, Business analyst, Tester | illia.solovei@nure.ua |  |
| Ivashyn Sergey | Development team, Back-end | [serhii.ivashyn@nure.ua](mailto:serhii.ivashyn@nure.ua) |  |

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| 3. Meeting Agenda |  |  |
| **Topic** | **Owner** | **Time** |
| 1. Demonstration of implemented functionality.  * Message listener on front-end * Post message on Iframe from partner's site * Rendering FitMe in Iframe * Create online shop prototype * Add FitMe button * Add pop-up window * Getting cloth on front-end * Add GET query with image response * Add iframe tag * Submit data to FitMe service * Mannequin rendering * Cloth rendering on mannequin | Victoria Sokolova  Ivashyn Sergey | 20 minutes |
| 2. Discussion of the work done by each participant, what obstacles were, what remained unfulfilled, how much time was spent. | All team | 15 minutes |
| 3. Identification of problems and bugs in the implementation, identified during testing. | Andrusevych Andrey, Illia Solovey, Khrystova Anastasiia | 10 minutes |
| 4. Identification of mistakes in the documentation. | Danil Kladov, Andrusevych Andrey, Illia Solovey, Khrystova Anastasiia | 5 minutes |
| 5. Planning for the next sprint | Danil Kladov | 15 minutes |

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| 4. Pre-work/Preparation (documents/handouts to bring, reading material, etc.) |  |
| **Description** | **Prepared by** |
| Product Backlog | Solovey Illia |
| Sprint Backlog | Solovey Illia |
| software requirements specification | Khrystova Anastasiia, Andrusevych Andrey |
| SWOT-analysis | Khrystova Anastasiia |
| Daily Meestings | Solovey Illia |
| Marketing plan | Andrusevych Andrey |
| Test cases | Khrystova Anastasiia ,Solovey Illia, Andrusevych Andrey |
| Prepared workstations, devices etc. | All team |

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