**Meeting Minutes of Group One**

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| No | Week | Minutes | Attendees | Agenda of Meeting | Activities/Discussion | Task for Next Meeting |
| 01 | 19-10-2019 | 45 minutes | All members | -Initial Role defining.  -Identification of site to be built.  -Discussed about work strategy. | - We give opinion of defining individual role for the project.  - We discussed about which site we will develop.  - Discussed about work strategy.  -We assign initial role of everybody.  - We selected a site what we will develop. | -Final Role Define.  -Role Responsibilities. |
| 02 | 20-10-2019 | 35 minutes | All Members | - Finalizing the role defining.  - Give clear view of every role.  - Procedure of scrum. | - We finalized the role of every member with small discussion.  - Discussed every role and their responsibility.  - Discussed the working procedure of scrum and give clear idea about scrum. | - Final Product.  - Product requirements.  - User stories.  - Product Backlog. |
| 03 | 21-10-2019 | 90 minutes | All members | -Discussion of final product.  - Understanding product requirements and user stories.  - Understanding product backlog. | - We discussed about what will be the final product.  - Understanding the user stories and requirements of the product.  - Discussed about the product backlog with all the members. | - Start working with first product backlog.  - Give estimation time for every role. |
| 04 | 22-10-2019 | 45 minutes | All members | -Start working on first product backlog.  - Time estimation. | -Discussed the first product backlog and its requirements.  - Discussed the time required for developing the backlog.  -Finalized and assigned estimated time for the backlog. | - Progress of development of the backlog.  - Start second backlog. |
| 05 | 28-10-2019 | 35 minutes | All members | -Progress of first backlog.  -Start second backlog. | - Discussed about the progress of first product backlog. Evaluated the first backlog requirements.  - It is found that first product backlog fulfills the requirements.  -Small discussion about second backlog. | - Second backlog. |
| 06 | 29-10-2019 | 55 Minutes | All members | -Start second backlog. | -Discussed about second backlog requirements.  -Assign estimated time for each role for development.  -Developer said that this need to give flow for fulfilling the requirements.  - Analyst said it should work through flow with the list.  -Decided to fulfill the requirements using flow for the product feature. | - Progress of Second backlog. |
| 07 | 02-11-2019 | 33 Minutes | All members | -Progress of Second backlog. | - Evaluated the developed backlog feature.  - Tester Found flow is not working as wanted.  -Developer and tester discussed about it.  -Finalized to do further development for the feature backlog. | - Progress of second backlog. |
| 08 | 05-11-19 | 40 minutes | All members | -Progress of second backlog.  -Third backlog. | - Evaluated the feature fulfilled the requirements of second backlog.  - Finished that this backlog requirements fulfilled.  -Discussed the third backlog and its requirements.  -Assigned time estimation. | -Progress of third backlog. |
| 09 | 12-11-2019 | 20 minutes | All members | -Third backlog outcome  - Fourth backlog | - Evaluated third backlog with requirements.  -Fulfilled all the requirements confirmed by analyst.  -Discussed the fourth backlog.  -Assign estimated time to the member. | -Progress of fourth backlog.  -Fifth Backlog |
| 10 | 15-11-2019 | 40  minutes | All members | -Fourth Backlog Progress  -Start Fifth Backlog. | - Discussed the progress of fourth backlog.  - Evaluated fourth backlog.  -Discussed fifth backlog requirements.  - Fourth backlog fulfilled requirements. | -Progress of fifth backlog.  -Final Product Evolution. |
| 11 | 18-11-2019 | 30 minutes | All members | - Fifth backlog outcome.  -Final Evolution. | -Evaluated fifth backlog outcomes.  -Evaluated all over features and requirements of the developed product. |  |

**Total Minutes: 468 minutes**