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| WEEK | | Minutes | Attendance | Discussion | Tasks for Next Week |
| 1. | 30/09/19 | 90 | All | * The first meeting was to understand the team members skills. * Assigned roles and responsibilities of each members * Discussed on what news broadcasting site to choose and selected ‘NBC NEWS’ for development. | * Design User Stories * Create an ERD * Create accounts for each members in SharePoint and Github. * research on product and sprint backlog and create a burndown chart. |
| 2. | 07/10/19 | 60 | Mr. Tuhin Paul off  (Sick) | * discussed on how to create user stories. * We made a design of database. * We discussed on product and sprint backlog and how to create a burndown chart. * We decided to create a website on Microsoft Sharepoint. And store all the document in Github for Collaborated sharing | * Create use case diagram. * Create a worklow * Create Initial Class Diagram. * Work more on the database. |
| 3. | 14/10/19 | 90 | Mr. Tuhin Paul off  (Sick) | * Decide on how to create a use case diagram by taking reference from the user stories. * Discussed on how to create a workflow in the ‘scheduling of programs’ * Discussed on how to design a initial class diagram. * Make some improvement on the database. | * Design product sketches(Wireframe) * Design Site UI * Discussion on site features. (schedule of programs, latest news, weather.) * Discuss about where we need to implement database structure. |
| 4. | 21/10/19 | 60 | All | * Discussed on site design. * Discussed on the subtasks we need to work on to complete the features for schedule of programs and latest news. * Decided to implement database structure on schedule of programs. | * Work on more functionalities. * Work more on database. * Work more on site design. |
| 5. | 4/11/19 | 90 | All | * Worked more on other features like weather, contact details and enquiry system. * Decided to implement a workflow in the enquiry system. * Work more on database. * Made some design changes to the Site UI | * Start testing on the completed functionalities. * More discussions on the rest of the functionailities. |
| 6. | 11/11/19 | 45 | All | * Begin testing program scheduling and latest news. * Team having some difficulties with implementing workflow in the enquiry functionaility. | * Test on enquiry system and weather. * Upload panopto presentation. |
| 7. | 18/11/19 | 90 | All | * Begin testing on enquiry system, weather. * Uploaded panopto screencast demonstrating design and key functionailities. * Uploaded another panopto presentation for non-technical audience. * Discuss on the deliverables. | * UPLOAD PROJECT. |