



SOFTWARE ENGINEERING PROJECT

Milestone-III



GROUP 11

JEMMA MARIYA GEORGE
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Scrum Meetings

Also known as Daily scrum or 'Standup', a Scrum meeting serves the purpose of sharing an individual's progress & estimating the level of completeness until the next scrum meeting.

Scrum meetings require everyone involved in the product's development to attend. This includes the development team, scrum master & the product owner.

Herein each member asks themselves **3 questions**:

- What did I work on yesterday?
- What am I working on today?
- What issues are blocking me?

Benefits of scrum meetings:

- Enables the team to be in sync on how things are going
- Allows for identification and solution of impediments
- Provides an opportunity for small course corrections within the sprint
- Building trust between team members
- High visibility of progress
- Promotes self-organization in team: team members hold each other accountable for achieving their daily commitments.

Minutes of the Meetings: Iteration~1

Location: **WhatsApp Group**

Date: 19th February 2023 (Sprint Iteration 1)

Time: 10:00 am – 10:15 am

Attendees: Jemma Mariya George, Barun Kumar Sinha, Vidushi Talwar

Project Start: 18th February 2023

Agenda:

- Review tasks accomplished yesterday
- Plans for the day
- Roadblocks hampering progress

Team Member	Tasks Accomplished (on 18 th Feb, 2023)	Status	Problems Encountered	Plans for the Day
Jemma Mariya George	Finished User Requirements Document	Complete	–	Submit Milestone 1, Honour Code
Barun Kumar Sinha	Finished User Requirements Document	Complete	–	Submit Honour Code
Vidushi Talwar	Finished User Requirements Document	Complete	–	Submit Honour Code

Key Notes: It was decided that the milestones will be committed roll number wise, such that each member would have committed 2 milestones by the end of the project (6 weeks).

Minutes of the Meetings: Iteration~2

Location: **WhatsApp Group**

Date: 20th February 2023

Time: 11:45 am – 12:00 pm

Attendees: Jemma Mariya George, Barun Kumar Sinha, Vidushi Talwar

Project Start: 18th February 2023

Agenda:

- Review tasks accomplished yesterday
- Plans for the day
- Roadblocks hampering progress

Team Member	Tasks Accomplished (on 19 th Feb, 2023)	Status	Problems Encountered	Plans for the Day
Jemma Mariya George	Submit Milestone 1	Complete	–	Paper Prototype
Barun Kumar Sinha	Submit Honour Code	Complete	–	Milestone 2 Document
Vidushi Talwar	Submit Honour Code	Complete	–	Storyboard

Key Notes: The work for the 2nd milestone was split among the members & the 1st milestone was committed along with the honour codes on the classroom.

Minutes of the Meetings: Iteration~2

Location: **WhatsApp Group**

Date: **21st February 2023**

Time: **10:00 am – 10:15 am**

Attendees: **Jemma Mariya George, Barun Kumar Sinha, Vidushi Talwar**

Project Start: **18th February 2023**

Agenda:

- Review tasks accomplished yesterday
- Plans for the day
- Roadblocks hampering progress

Team Member	Tasks Accomplished (on 20th Feb, 2023)	Status	Problems Encountered	Plans for the Day
Jemma Mariya George	Paper Prototype	In Progress	–	Complete Paper Prototype
Barun Kumar Sinha	Milestone 2 Document	Complete	–	Start working on Milestone 3
Vidushi Talwar	Storyboard	Complete	–	Start working on Milestone 3

Key Notes: Each member shared their respective progress and discussed the problems encountered if any.

Minutes of the Meetings: Iteration~2

Location: **WhatsApp Group**

Date: 26th February 2023

Time: 10:00 am – 10:15 am

Attendees: Jemma Mariya George, Barun Kumar Sinha, Vidushi Talwar

Project Start: 18th February 2023

Agenda:

- Review tasks accomplished yesterday
- Plans for the day
- Roadblocks hampering progress

Team Member	Tasks Accomplished (on 25 th Feb, 2023)	Status	Problems Encountered	Plans for the Day
Jemma Mariya George	Paper Prototype	Complete	–	Start Milestone 3
Barun Kumar Sinha	Milestone 3	In progress	–	Submit Milestone 2
Vidushi Talwar	Milestone 3	In progress	–	Milestone 3

Key Notes: Each member shared their respective progress and discussed the problems encountered if any.

Minutes of the Meetings: Iteration~3

Location: **WhatsApp Group**

Date: 27th February 2023

Time: 12:00 pm – 12:15 pm

Attendees: Jemma Mariya George, Barun Kumar Sinha, Vidushi Talwar

Project Start: 18th February 2023

Agenda:

- Review tasks accomplished yesterday
- Plans for the day
- Roadblocks hampering progress

Team Member	Tasks Accomplished (on 26 th Feb, 2023)	Status	Problems Encountered	Plans for the Day
Jemma Mariya George	Start Milestone 3	In progress	–	Designing Components
Barun Kumar Sinha	Submit Milestone 2	Complete	–	Project Schedule, Class Diagrams
Vidushi Talwar	Start Milestone 3	In progress	–	Minutes of the Meetings

Key Notes: The work for the 3rd milestone was split among the members & the 2nd milestone was committed on the classroom.

Minutes of the Meetings: Iteration~3

Location: **WhatsApp Group**

Date: **28th February 2023**

Time: **11:30 am – 11:45 am**

Attendees: **Jemma Mariya George, Barun Kumar Sinha, Vidushi Talwar**

Project Start: **18th February 2023**

Agenda:

- Review tasks accomplished yesterday
- Plans for the day
- Roadblocks hampering progress

Team Member	Tasks Accomplished (on 27th Feb, 2023)	Status	Problems Encountered	Plans for the Day
Jemma Mariya George	Designing Components	In progress	–	Designing Components
Barun Kumar Sinha	Project Schedule, Class Diagrams	In progress	–	Project Schedule, Class Diagrams
Vidushi Talwar	Minutes of the Meetings	In progress	–	Minutes of the Meetings

Key Notes: Each member shared their respective progress and discussed the problems encountered if any.

Minutes of the Meetings: Iteration~3

Location: **WhatsApp Group**

Date: **05th March 2023**

Time: **11:00 am – 11:15 am**

Attendees: **Jemma Mariya George, Barun Kumar Sinha, Vidushi Talwar**

Project Start: **18th February 2023**

Agenda:

- Review tasks accomplished yesterday
- Plans for the day
- Roadblocks hampering progress

Team Member	Tasks Accomplished (on 04th March, 2023)	Status	Problems Encountered	Plans for the Day
Jemma Mariya George	Designing Components	Complete	–	Start working on milestone 4
Barun Kumar Sinha	Project Schedule, Class Diagrams	Complete	–	Start working on milestone 4
Vidushi Talwar	Minutes of the Meetings	Complete	–	Submit Milestone 3

Key Notes: The work for the 4th milestone was split among the members & the 3rd milestone was committed on the classroom.