

Date: 24/10/2024

Location: CSE Lab-203

Start time: 10:30AM

End time:1:10PM

Attendees

=====

- **Nuzhat Nairy Afrin (NN)**
- **Choyon Sarker (CS)**
- **Lamia Binta Latif (LB)**
- **Raian Rashid (RR)**
- **Yumna Tasneem (YT)**

Decisions

=====

- Ten (10) use cases among the eighteen (18) from the SRS for product backlog
- Five (5) use cases from the ten (10) for sprint-1 backlog
- Daily Scrum meeting every two days at 10.30 pm
- Scrum Master RR
- Scrum team members NN, CS, LB, RR, YT

Actions

=====

- Created Product Backlog
- Created Sprint-1 Backlog
- Assigned each member to one (1) use case selected for sprint-1
- Selected an estimated time to complete each use case function

Action (Use Case)	Allocated team member(s)	Estimated Time for Completion (In Hours)	Deadline
View Product	LB	16	01/11/2024
Search Product	CS	18	01/11/2024
Add Items to Cart	NN	15	01/11/2024
Review & Rate Items	YT	15	01/11/2024
See Feedback of Products	RR	13	01/11/2024