

Date: 03/11/2024  
Location: Discord  
Start time: 8:30PM  
End time:10:30PM

#### Attendees

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

#### Decisions

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- Remaining five (5) use cases from the ten (10) for sprint-2 backlog
- Daily Scrum meeting every two days at 10.00 pm
- Scrum Master CS
- Scrum team members NN, CS, LB, RR, YT

#### Actions

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- We have decided to create a Sprint 2 Backlog on Trello.
- Select the remaining use cases from the Product Backlog and created Sprint-2 Backlog
- Assigned each member to one (1) use case selected for sprint-2
- Selected an estimated time to complete each use case function
- Need to create notes on CI (Continuous integration) tool

Action (Use Case).	Allocated team member(s)	Estimated Time for Completion (In Hours)	Deadline
Track Order (customer)	YT	15	09/11/2024
Order placement	CS	17	09/11/2024
Pay Bill (customer)	RR	16	09/11/2024
Cancel Order(customer)	LB	14	09/11/2024
Track Stock Level (Admin)	NA	16	09/11/2024