Minutes of Meeting
February 17, 2019
3pm – 7pm

Members:
Present: Jerry, Sangeetha, Sibendu, Tarun, Virat

Previous Meeting:
Date: February 14, 2019

Proceedings:

- In the previous meeting, an analysis of the product backlog was made and the list of the item to be done were prioritized.

- The agenda of this meeting was for the project members to get familiarized with the agile methodology in JIRA. Another goal of this meeting was to come up with a plan for the sprint plan and allotment of work for each of the team members.

- The points that were to be asked to the product manager was discussed which further helped in the understanding of the product backlog.

- Each member got to understand the working of JIRA and how tickets, stories, estimation points, priority of each item worked.

- The weightage for each estimation was discussed so that all members have the same idea as to what how much amount of work each estimation point represents.

- The first sprint was created and initial tasks and stories were added to the backlog which were in turn moved to the first sprint.

- The sprint plan for the first sprint was devised and the items that the team is going to demo or present to the TA on the sprint meet was determined which was documented for sending it to the TA.
https://github.ccs.neu.edu/cs5500/team-108-SP19/blob/master/Documents/Sprint%201%20Goals%20and%20Commitments.pdf

- The list of tasks for each person that were to be done by the end of the first sprint was also framed.