Scrum Checklist COMM8180 Sec 1

Date: 01-07-2020

Group: 10

Scrum #1

Group members: Kartik Velede, Saiteja Meda, Nitish Vullola, Ragini Mallampati

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| What’s your plan?  The scope of the project will be migrating Midvale’s city’s intranet from SharePoint 2013 to Microsoft Office 365 intranet  Based on all the requirements provided by the organization we have chosen Office 365 Business as the best solution. | | |
| Who is doing what?   * Introduction : Kartik Velede(Project Manager) * Meet the team : Kartik Velede(Project Manager) * Requirement gathering : SaiTeja Meda(Web Consultant) * Migration plan : Saiteja Meda(Business Analyst) * Pricing Evaluation : Saiteja Meda(Business Analyst) * Timelines : Nitish Vullola(Developer) * Execution : Nitish Vullola(Developer) * Training and documentation: SaiTeja Meda(Web Consultant) | | |
| What tasks have you completed?   * Introduction : Kartik Velede(Project Manager) * Meet the team : Kartik Velede(Project Manager) * Requirement gathering : SaiTeja Meda(Web Consultant) | | |
| What jobs are in progress?   * Migration plan : Saiteja Meda(Business Analyst) * Pricing Evaluation : Saiteja Meda(Business Analyst) * Timelines : Nitish Vullola(Developer) | | When are jobs due?   * 03-07-2020 * 04-07-2020 * 05-07-2020 |
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| What will you do next?   * Execution : Nitish Vullola(Developer) * Training and documentation: SaiTeja Meda(Web Consultant | | |
| What obstacles do you forsee?  Communication gap due to virtual meetings | What is your solution?  Daily checking upon the work what we done through scrum meetings | |