**MEETING MINUTES - 1**

| **Meeting/Project Name:** | **ICM Group Task** | | |
| --- | --- | --- | --- |
| **Date of Meeting:** (MM/DD/YYYY) | 07-09-2020 | **Time:** | 09.00 pm |
| **Meeting Facilitator:** | Skype | **Location:** | Skype Video Call |

|  |
| --- |
| 1. Meeting Objective |
| Recognizing all the group members and also assign the responsibilities for the project and set up a mission to find Suitable websites for implementation. |

|  |  |  |
| --- | --- | --- |
| 2. Attendees | | |
| **Banner ID** | **Project Role** | **Email** |
| 001121726 | Roll Still isn't defined. | atiqulislamashik@gmail.com |
| 001121093 | Roll Still isn't defined. | sharifahamedkhan1@gmail.com |
| 001121097 | Roll Still isn't defined. | choyoncc@gmail.com |
| 001086181 | Roll Still isn't defined. | sh3394270@gmail.com |
| 001120911 | Roll Still isn't defined. | alamfarhana73@gmail.com |

|  |  |
| --- | --- |
| 3. Meeting Agenda | |
| **Topic** | **Time** |
| 1. Introduced among group members | 10 minutes |
| 1. Independent Role selaction | 15 minutes |
| 3. Choosing a platform for daily communication. | 15 minutes |
| 4. All team members are tasked with finding websites for group projects. | 20 minutes |

|  |  |  |
| --- | --- | --- |
| 4. Pre-work/Preparation (documents/handouts to bring, reading material, etc.) | | |
| **Discussion** | **Decision** | **Action To Taken** |
| 1. Group members will introduce themselves. | All group members got to know each other. | At the beginning of the meeting, an introductory session was held among all the team members. |
| 2. The role was assigned to the group members for the project. | ID 001121726 will assigned for Scrum Master of the team.  001121093 will assigne for the Development process.  001120872 will assigne as an Analyst of the team.  001086181 will assigne as a Tester for the team.  001120911 will assigne for the designing process. | The related issues will be addressed once the role has been decided among all the members of the group. |
| 3. Need a common platform for farther communication that’s why Choosing a platform for daily communication. | Due to current situation directly meet is not possible with the team members; Google Meet is chosen as a common platform for the scheduled meeting. | For the current predicament, it is not possible to meet directly, so We decide to use a common online base platform to facilitate distance communication. |
| 4. The task was given to All group members by searching for web sites with the features required. | Group members are given the task of searching for at least three web sites with the features in Requirement. | The members of the group discussed the features in Requirements and started searching for three suitable web sites for the ultimate selection. |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 5. Next Meeting | | | | | | |
| **Date:** (MM/DD/YYYY) | | 11-09-2020 | **Time:** | 10.00 PM | **Location:** | Google Meet |
| Objective: | The selected sites of all the team members will be visited and one of them will be selected. As well as the name of the team will be determined. | | | | | |

**MEETING MINUTES - 2.**

| **Meeting/Project Name:** | **ICM Group Task** | | |
| --- | --- | --- | --- |
| **Date of Meeting:** (MM/DD/YYYY) | 11-09-2020 | **Time:** | 10.00 PM |
| **Meeting Facilitator:** | Google | **Location:** | Google Meet |

|  |
| --- |
| 1. Meeting Objective |
| Team members have to show their selected sites and discuss with other members to select the appropriate one. As well as the name of the team needs to be determined. |

|  |  |  |
| --- | --- | --- |
| 2. Attendees | | |
| **Banner ID** | **Project Role** | **Email** |
| 001121726 | Scrum Master | atiqulislamashik@gmail.com |
| 001121093 | Developer | sharifahamedkhan1@gmail.com |
| 001121097 | Analyst | choyoncc@gmail.com |
| 001086181 | Tester | sh3394270@gmail.com |
| 001120911 | Designer | alamfarhana73@gmail.com |

|  |  |
| --- | --- |
| 3. Meeting Agenda | |
| **Topic** | **Time** |
| 1. The group name will be determined. | 1. minutes |
| 1. Sites received from team members will be presented one by one to everyone in the group. | 1. minutes |
| 1. Three ideal websites have been selected. | 1. minutes |
| 1. Site selection and team names must be discussed by the scram master with the course leader, a topic that will be discussed with all members of the team. | 05 minutes |

|  |  |  |
| --- | --- | --- |
| 4. Pre-work/Preparation (documents/handouts to bring, reading material, etc.) | | |
| **Discussion** | **Decision** | **Action To Taken** |
| 1. Let all the members decide the name of the team together. | After consulting with all the members of the team, the team name was decided as "FC-SAS". | Many suitable names was preferred by all the team members, including one that was identified. |
| 1. All team members will display their referral sites. | One by one, All the group members displayed their searched sites and related features. | All team members will review the searched sites and monitor whether the site has all the features of the project. |
| 1. Best three website is selected. | The University of Southern Queensland was selected from initially chosen three universities. | Best three website is selected amongst the identified 12 websites. |
| 1. The scrum master is responsible for sharing the selected website and team name with our course leader. | Selected three universities and the name of the team was share with the course leader. | Once the name of the website and the team name is selected the scrum master is responsible for notifying the course coordinator. |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 5. Next Meeting | | | | | | |
| **Date:** (MM/DD/YYYY) | | 14-09-2020 | **Time:** | 4.00 PM | **Location:** | Google Meet |
| Objective: | Identifying the major features of the system and prioritizing the selected features before starting development. | | | | | |

**MEETING MINUTES - 3.**

| **Meeting/Project Name:** | **ICM Group Task** | | |
| --- | --- | --- | --- |
| **Date of Meeting:** (MM/DD/YYYY) | 11-09-2020 | **Time:** | 10.00 PM |
| **Meeting Facilitator:** | Google | **Location:** | Google Meet |

|  |
| --- |
| 1. Meeting Objective |
| Team members have to show their selected sites and discuss with other members to select the appropriate one. As well as the name of the team needs to be determined. |

|  |  |  |
| --- | --- | --- |
| 2. Attendees | | |
| **Banner ID** | **Project Role** | **Email** |
| 001121726 | Scrum Master | atiqulislamashik@gmail.com |
| 001121093 | Developer | sharifahamedkhan1@gmail.com |
| 001121097 | Analyst | choyoncc@gmail.com |
| 001086181 | Tester | sh3394270@gmail.com |
| 001120911 | Designer | alamfarhana73@gmail.com |

|  |  |
| --- | --- |
| 3. Meeting Agenda | |
| **Topic** | **Time** |
| 1. The group name will be determined. | 1. minutes |
| 1. Sites received from team members will be presented one by one to everyone in the group. | 1. minutes |
| 1. Three ideal websites have been selected. | 1. minutes |
| 1. Site selection and team names must be discussed by the scram master with the course leader, a topic that will be discussed with all members of the team. | 05 minutes |

|  |  |  |
| --- | --- | --- |
| 4. Pre-work/Preparation (documents/handouts to bring, reading material, etc.) | | |
| **Discussion** | **Decision** | **Action To Taken** |
| 1. Let all the members decide the name of the team together. | After consulting with all the members of the team, the team name was decided as "FC-SAS". | Many suitable names was preferred by all the team members, including one that was identified. |
| 1. All team members will display their referral sites. | One by one, All the group members displayed their searched sites and related features. | All team members will review the searched sites and monitor whether the site has all the features of the project. |
| 1. Best three website is selected. | The University of Southern Queensland was selected from initially chosen three universities. | Best three website is selected amongst the identified 12 websites. |
| 1. The scrum master is responsible for sharing the selected website and team name with our course leader. | Selected three universities and the name of the team was share with the course leader. | Once the name of the website and the team name is selected the scrum master is responsible for notifying the course coordinator. |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 5. Next Meeting | | | | | | |
| **Date:** (MM/DD/YYYY) | | 14-09-2020 | **Time:** | 4.00 PM | **Location:** | Google Meet |
| Objective: | Identifying the major features of the system and prioritizing the selected features before starting development. | | | | | |

**MEETING MINUTES - 4.**

| **Meeting/Project Name:** | **ICM Group Task** | | |
| --- | --- | --- | --- |
| **Date of Meeting:** (MM/DD/YYYY) | 11-09-2020 | **Time:** | 10.00 PM |
| **Meeting Facilitator:** | Google | **Location:** | Google Meet |

|  |
| --- |
| 1. Meeting Objective |
| Team members have to show their selected sites and discuss with other members to select the appropriate one. As well as the name of the team needs to be determined. |

|  |  |  |
| --- | --- | --- |
| 2. Attendees | | |
| **Banner ID** | **Project Role** | **Email** |
| 001121726 | Scrum Master | atiqulislamashik@gmail.com |
| 001121093 | Developer | sharifahamedkhan1@gmail.com |
| 001121097 | Analyst | choyoncc@gmail.com |
| 001086181 | Tester | sh3394270@gmail.com |
| 001120911 | Designer | alamfarhana73@gmail.com |

|  |  |
| --- | --- |
| 3. Meeting Agenda | |
| **Topic** | **Time** |
| 1. The group name will be determined. | 1. minutes |
| 1. Sites received from team members will be presented one by one to everyone in the group. | 1. minutes |
| 1. Three ideal websites have been selected. | 1. minutes |
| 1. Site selection and team names must be discussed by the scram master with the course leader, a topic that will be discussed with all members of the team. | 05 minutes |

|  |  |  |
| --- | --- | --- |
| 4. Pre-work/Preparation (documents/handouts to bring, reading material, etc.) | | |
| **Discussion** | **Decision** | **Action To Taken** |
| 1. Let all the members decide the name of the team together. | After consulting with all the members of the team, the team name was decided as "FC-SAS". | Many suitable names was preferred by all the team members, including one that was identified. |
| 1. All team members will display their referral sites. | One by one, All the group members displayed their searched sites and related features. | All team members will review the searched sites and monitor whether the site has all the features of the project. |
| 1. Best three website is selected. | The University of Southern Queensland was selected from initially chosen three universities. | Best three website is selected amongst the identified 12 websites. |
| 1. The scrum master is responsible for sharing the selected website and team name with our course leader. | Selected three universities and the name of the team was share with the course leader. | Once the name of the website and the team name is selected the scrum master is responsible for notifying the course coordinator. |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 5. Next Meeting | | | | | | |
| **Date:** (MM/DD/YYYY) | | 14-09-2020 | **Time:** | 4.00 PM | **Location:** | Google Meet |
| Objective: | Identifying the major features of the system and prioritizing the selected features before starting development. | | | | | |

**MEETING MINUTES - 5**

| **Meeting/Project Name:** | **ICM Group Task** | | |
| --- | --- | --- | --- |
| **Date of Meeting:** (MM/DD/YYYY) | 11-09-2020 | **Time:** | 10.00 PM |
| **Meeting Facilitator:** | Google | **Location:** | Google Meet |

|  |
| --- |
| 1. Meeting Objective |
| Team members have to show their selected sites and discuss with other members to select the appropriate one. As well as the name of the team needs to be determined. |

|  |  |  |
| --- | --- | --- |
| 2. Attendees | | |
| **Banner ID** | **Project Role** | **Email** |
| 001121726 | Scrum Master | atiqulislamashik@gmail.com |
| 001121093 | Developer | sharifahamedkhan1@gmail.com |
| 001121097 | Analyst | choyoncc@gmail.com |
| 001086181 | Tester | sh3394270@gmail.com |
| 001120911 | Designer | alamfarhana73@gmail.com |

|  |  |
| --- | --- |
| 3. Meeting Agenda | |
| **Topic** | **Time** |
| 1. The group name will be determined. | 1. minutes |
| 1. Sites received from team members will be presented one by one to everyone in the group. | 1. minutes |
| 1. Three ideal websites have been selected. | 1. minutes |
| 1. Site selection and team names must be discussed by the scram master with the course leader, a topic that will be discussed with all members of the team. | 05 minutes |

|  |  |  |
| --- | --- | --- |
| 4. Pre-work/Preparation (documents/handouts to bring, reading material, etc.) | | |
| **Discussion** | **Decision** | **Action To Taken** |
| 1. Let all the members decide the name of the team together. | After consulting with all the members of the team, the team name was decided as "FC-SAS". | Many suitable names was preferred by all the team members, including one that was identified. |
| 1. All team members will display their referral sites. | One by one, All the group members displayed their searched sites and related features. | All team members will review the searched sites and monitor whether the site has all the features of the project. |
| 1. Best three website is selected. | The University of Southern Queensland was selected from initially chosen three universities. | Best three website is selected amongst the identified 12 websites. |
| 1. The scrum master is responsible for sharing the selected website and team name with our course leader. | Selected three universities and the name of the team was share with the course leader. | Once the name of the website and the team name is selected the scrum master is responsible for notifying the course coordinator. |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 5. Next Meeting | | | | | | |
| **Date:** (MM/DD/YYYY) | | 14-09-2020 | **Time:** | 4.00 PM | **Location:** | Google Meet |
| Objective: | Identifying the major features of the system and prioritizing the selected features before starting development. | | | | | |

**MEETING MINUTES - 6**

| **Meeting/Project Name:** | **ICM Group Task** | | |
| --- | --- | --- | --- |
| **Date of Meeting:** (MM/DD/YYYY) | 11-09-2020 | **Time:** | 10.00 PM |
| **Meeting Facilitator:** | Google | **Location:** | Google Meet |

|  |
| --- |
| 1. Meeting Objective |
| Team members have to show their selected sites and discuss with other members to select the appropriate one. As well as the name of the team needs to be determined. |

|  |  |  |
| --- | --- | --- |
| 2. Attendees | | |
| **Banner ID** | **Project Role** | **Email** |
| 001121726 | Scrum Master | atiqulislamashik@gmail.com |
| 001121093 | Developer | sharifahamedkhan1@gmail.com |
| 001121097 | Analyst | choyoncc@gmail.com |
| 001086181 | Tester | sh3394270@gmail.com |
| 001120911 | Designer | alamfarhana73@gmail.com |

|  |  |
| --- | --- |
| 3. Meeting Agenda | |
| **Topic** | **Time** |
| 1. The group name will be determined. | 1. minutes |
| 1. Sites received from team members will be presented one by one to everyone in the group. | 1. minutes |
| 1. Three ideal websites have been selected. | 1. minutes |
| 1. Site selection and team names must be discussed by the scram master with the course leader, a topic that will be discussed with all members of the team. | 05 minutes |

|  |  |  |
| --- | --- | --- |
| 4. Pre-work/Preparation (documents/handouts to bring, reading material, etc.) | | |
| **Discussion** | **Decision** | **Action To Taken** |
| 1. Let all the members decide the name of the team together. | After consulting with all the members of the team, the team name was decided as "FC-SAS". | Many suitable names was preferred by all the team members, including one that was identified. |
| 1. All team members will display their referral sites. | One by one, All the group members displayed their searched sites and related features. | All team members will review the searched sites and monitor whether the site has all the features of the project. |
| 1. Best three website is selected. | The University of Southern Queensland was selected from initially chosen three universities. | Best three website is selected amongst the identified 12 websites. |
| 1. The scrum master is responsible for sharing the selected website and team name with our course leader. | Selected three universities and the name of the team was share with the course leader. | Once the name of the website and the team name is selected the scrum master is responsible for notifying the course coordinator. |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 5. Next Meeting | | | | | | |
| **Date:** (MM/DD/YYYY) | | 14-09-2020 | **Time:** | 4.00 PM | **Location:** | Google Meet |
| Objective: | Identifying the major features of the system and prioritizing the selected features before starting development. | | | | | |

**MEETING MINUTES – 7**

| **Meeting/Project Name:** | **ICM Group Task** | | |
| --- | --- | --- | --- |
| **Date of Meeting:** (MM/DD/YYYY) | 11-09-2020 | **Time:** | 10.00 PM |
| **Meeting Facilitator:** | Google | **Location:** | Google Meet |

|  |
| --- |
| 1. Meeting Objective |
| Team members have to show their selected sites and discuss with other members to select the appropriate one. As well as the name of the team needs to be determined. |

|  |  |  |
| --- | --- | --- |
| 2. Attendees | | |
| **Banner ID** | **Project Role** | **Email** |
| 001121726 | Scrum Master | atiqulislamashik@gmail.com |
| 001121093 | Developer | sharifahamedkhan1@gmail.com |
| 001121097 | Analyst | choyoncc@gmail.com |
| 001086181 | Tester | sh3394270@gmail.com |
| 001120911 | Designer | alamfarhana73@gmail.com |

|  |  |
| --- | --- |
| 3. Meeting Agenda | |
| **Topic** | **Time** |
| 1. The group name will be determined. | 1. minutes |
| 1. Sites received from team members will be presented one by one to everyone in the group. | 1. minutes |
| 1. Three ideal websites have been selected. | 1. minutes |
| 1. Site selection and team names must be discussed by the scram master with the course leader, a topic that will be discussed with all members of the team. | 05 minutes |

|  |  |  |
| --- | --- | --- |
| 4. Pre-work/Preparation (documents/handouts to bring, reading material, etc.) | | |
| **Discussion** | **Decision** | **Action To Taken** |
| 1. Let all the members decide the name of the team together. | After consulting with all the members of the team, the team name was decided as "FC-SAS". | Many suitable names was preferred by all the team members, including one that was identified. |
| 1. All team members will display their referral sites. | One by one, All the group members displayed their searched sites and related features. | All team members will review the searched sites and monitor whether the site has all the features of the project. |
| 1. Best three website is selected. | The University of Southern Queensland was selected from initially chosen three universities. | Best three website is selected amongst the identified 12 websites. |
| 1. The scrum master is responsible for sharing the selected website and team name with our course leader. | Selected three universities and the name of the team was share with the course leader. | Once the name of the website and the team name is selected the scrum master is responsible for notifying the course coordinator. |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 5. Next Meeting | | | | | | |
| **Date:** (MM/DD/YYYY) | | 14-09-2020 | **Time:** | 4.00 PM | **Location:** | Google Meet |
| Objective: | Identifying the major features of the system and prioritizing the selected features before starting development. | | | | | |

**MEETING MINUTES - 8**

| **Meeting/Project Name:** | **ICM Group Task** | | |
| --- | --- | --- | --- |
| **Date of Meeting:** (MM/DD/YYYY) | 11-09-2020 | **Time:** | 10.00 PM |
| **Meeting Facilitator:** | Google | **Location:** | Google Meet |

|  |
| --- |
| 1. Meeting Objective |
| Team members have to show their selected sites and discuss with other members to select the appropriate one. As well as the name of the team needs to be determined. |

|  |  |  |
| --- | --- | --- |
| 2. Attendees | | |
| **Banner ID** | **Project Role** | **Email** |
| 001121726 | Scrum Master | atiqulislamashik@gmail.com |
| 001121093 | Developer | sharifahamedkhan1@gmail.com |
| 001121097 | Analyst | choyoncc@gmail.com |
| 001086181 | Tester | sh3394270@gmail.com |
| 001120911 | Designer | alamfarhana73@gmail.com |

|  |  |
| --- | --- |
| 3. Meeting Agenda | |
| **Topic** | **Time** |
| 1. The group name will be determined. | 1. minutes |
| 1. Sites received from team members will be presented one by one to everyone in the group. | 1. minutes |
| 1. Three ideal websites have been selected. | 1. minutes |
| 1. Site selection and team names must be discussed by the scram master with the course leader, a topic that will be discussed with all members of the team. | 05 minutes |

|  |  |  |
| --- | --- | --- |
| 4. Pre-work/Preparation (documents/handouts to bring, reading material, etc.) | | |
| **Discussion** | **Decision** | **Action To Taken** |
| 1. Let all the members decide the name of the team together. | After consulting with all the members of the team, the team name was decided as "FC-SAS". | Many suitable names was preferred by all the team members, including one that was identified. |
| 1. All team members will display their referral sites. | One by one, All the group members displayed their searched sites and related features. | All team members will review the searched sites and monitor whether the site has all the features of the project. |
| 1. Best three website is selected. | The University of Southern Queensland was selected from initially chosen three universities. | Best three website is selected amongst the identified 12 websites. |
| 1. The scrum master is responsible for sharing the selected website and team name with our course leader. | Selected three universities and the name of the team was share with the course leader. | Once the name of the website and the team name is selected the scrum master is responsible for notifying the course coordinator. |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 5. Next Meeting | | | | | | |
| **Date:** (MM/DD/YYYY) | | 14-09-2020 | **Time:** | 4.00 PM | **Location:** | Google Meet |
| Objective: | Identifying the major features of the system and prioritizing the selected features before starting development. | | | | | |