**Minutes of Meeting**

**Minutes of meeting-01**

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| Meeting serial No | Meeting Objective | | | | |
| **01** | Introduce team members and discuss some group work. | | | | |
| Meeting date | 17 September 2020 | Meeting time | | 1 hours 25 minutes | |
| Meeting location | | Google online meet application | |
| Attendance | * 001122255 * 001120913 * 001120864 * 00171335 | | | | |
| Meeting Agenda | Introduce group members. | | | | 15 minutes |
| Introduce ICM group assignment scenario | | | | 20 Minutes |
| Introduce Content management | | | | 20 Minutes |
| Introduce About SharePoint | | | | 20 minutes |
| Create online group | | | | 10 minutes |
| Discussion | Decision | | Action to taken | | |
| That is the first group meeting, we have gathering our team member information.  We have discussion and understand the ICM group assignment scenario and discussion to content management system, and SharePoint CMS platform. We have discussion the create online chat group of online platform. | -We have decide the Content management system technology can be possible create this university for this assignment given scenario.  -We have decide the SharePoint CMS is the best for this project  - We have create Facebook messenger group for update every meeting date and teamwork related information. | | -Scrum master create the Facebook messenger group  - Every group member details study about CMS and SharePoint and assignment given scenario. | | |

**Minutes of meeting-02**

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| Meeting serial No | Meeting Objective | | | | |
| **02** | ICM group assignment team member’s responsibility and their role and team name setup. | | | | |
| Meeting date | 19 September 2020 | Meeting time | | 1 hours | |
| Meeting location | | Google online meet application | |
| Attendance | * 001122255- Scrum master and Designer * 001120913- Analyst * 001120864- Developer * 00171335- Tester | | | | |
| Meeting Agenda | Teamwork role select | | | | 20 minutes |
| Explain role work responsibility | | | | 20 Minutes |
| Team name select | | | | 20 Minutes |
| Action review and new action taken | | | |  |
| Discussion | Decision | | Action to taken | | |
| We have discussion the every team member role, which team member have skills and understand specific team work area.  We have discuss about which team member have able to take responsibility for Developer section, analyst section, designer section, Scrum master section, and tester section. And finally we have discussion the our team name selection | - We have decided on the team member's role and responsibility.  Scrum master-001122255  Designer-001122255  Developer- 001120864  Analyst-001120913  Tester-00171335  -we are selecting our team name. our team name is **Scholars** | | Analyst do the user story, use case, workflow, assumption, and ERD diagram.  Scrum master do the lead team Scholars for implement this product.  Designers do the UI design, wireframe, and information architecture.  Developer does the implement full website.  Tester will be doing the testing for implement site. | | |

**Minutes of meeting-03**

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| Meeting serial No | Meeting Objective | | | | |
| **03** | Selecting the similar university for according to given coursework scenario requirement. | | | | |
| Meeting date | 21 September 2020 | Meeting time | | 1 hours 15 minutes | |
| Meeting location | | Google online meet application | |
| Attendance | * 001122255- Scrum master and Designer * 001120913- Analyst * 001120864- Developer * 00171335- Tester | | | | |
| Meeting Agenda | Select Similar university website | | | | 30 Minutes |
| Requirement meets of selected university | | | | 20 Minutes |
| SharePoint Installation | | | | 25 Minutes |
| Discussion | Decision | | Action to taken | | |
| We have discussion the ICM assignment given scenario requirement and we are search online for selecting the similar requirement category university and discussion the how to install SharePoint and we are use any other free plug-in or paid plug-in to this system implementation process. | We have decided and final select the Zayed University for implementation our scenario required university all feature. We don’t have use another extra paid plug-in for this system. | | Scrum master take the responsibility for sprint planning and task planning for implement to zayed University website | | |

**Minutes of meeting-04**

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| Meeting serial No | Meeting Objective | | | | |
| **04** | Planning and take decision for the Sprint 1. | | | | |
| Meeting date | 23 September 2020 | Meeting time | | 1 hours 45 minutes | |
| Meeting location | | Google online meet application | |
| Attendance | * 001122255- Scrum master and Designer * 001120913- Analyst * 001120864- Developer * 00171335- Tester | | | | |
| Meeting Agenda | Sprint planning | | | | 30 Minutes |
| splits the task of feature | | | | 40 Minutes |
| Assign task for specific role | | | | 20 Minutes |
| Assign Duration | | | | 15 minutes |
| Discussion | Decision | | Action to taken | | |
| We have discussion for our system implementation process there can be as many sprints as possible, and how long can be a every sprint and total sprint duration and we have discuss our all sprint how could be possible finish in duration time and we are splits feature for specific task and assign to the team member. | -we have decide, our total sprint are 5 to during implementation process  - We have splits every feature for specific task and assign team member for specific role.  - we have decided for start our first sprint from 25/09/2020 to 30/09/2020 | | Every task assign group members and scum master responsible to take feedback for every sprint and also next meeting.  Developer responsible to take SharePoint CMS Installation | | |

**Minutes of meeting-05**

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| Meeting serial No | Meeting Objective | | | | |
| **05** | Take the feedback of task in Sprint 1 | | | | |
| Meeting date | 31 September 2020 | Meeting time | | 45 minutes | |
| Meeting location | | Google online meet application | |
| Attendance | * 001122255- Scrum master and Designer * 001120913- Analyst * 001120864- Developer * 00171335- Tester | | | | |
| Meeting Agenda | Task feedback | | | | 15 Minutes |
| Problem identify | | | | 10 Minutes |
| Next sprint planning | | | | 20 Minutes |
| Discussion | Decision | | Action to taken | | |
| Our all of team member discuss our first sprint what we have do the complete or incomplete and identify the sprint-1 was any problem and discuss about how to this problem solution and discuss the next sprint task assign and process | Our all of team member do the complete all task in sprint-1, but tester don’t complete this task because he was sick.  We Identify the problem of SharePoint Web Part folder create  - we have decided for start our second sprint from 01/10/2020 to 06/10/2020 | | Tester takes the responsibility for complete sprint-1 within 1 day.  Developer take the responsibility for create project web parte using with web extension tools.  All off team member take the responsibility for next sprint -2 | | |

**Minutes of meeting-06**

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| Meeting serial No | Meeting Objective | | | | |
| **06** | Take the feedback of task in Sprint 2 and review the solution of first sprint problem | | | | |
| Meeting date | 06 September 2020 | Meeting time | | 45 minutes | |
| Meeting location | | Google online meet application | |
| Attendance | * 001122255- Scrum master and Designer * 001120913- Analyst * 001120864- Developer * 00171335- Tester | | | | |
| Meeting Agenda | Task feedback | | | | 15 Minutes |
| Problem identify | | | | 10 Minutes |
| Next sprint planning | | | | 20 Minutes |
| Discussion | Decision | | Action to taken | | |
| We are discuss the first sprint problem solution related and discuss about this sprint-2 task Whether done, and identify the sprint 2 have any problem. | Our first sprint problem solution successfully complete.  - we have decided for our next sprint start from 08/10/2020 to 14/10/2020 | | Scrum master take the responsibility for next sprint take the feedback.  And others member their role based responsibility for complete next sprint task. | | |

**Minutes of meeting-07**

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| Meeting serial No | Meeting Objective | | | | |
| **07** | Brief discuss for complete task and incomplete task | | | | |
| Meeting date | 14 September 2020 | Meeting time | | 1 hours 25 minutes | |
| Meeting location | | Google online meet application | |
| Attendance | * 001122255- Scrum master and Designer * 001120913- Analyst * 001120864- Developer * 001171335- Tester | | | | |
| Meeting Agenda | Complete Task feedback | | | | 25 Minutes |
| Discussion the incomplete task | | | | 30 Minutes |
| System implementation final delivery deadline | | | | 30 Minutes |
| Discussion | Decision | | Action to taken | | |
| On this day we have discussed all the complete tasks of our all team members, whether it is possible to add some extra features to those tasks,  We briefly discussed our incomplete tasks so that each sprint task can be completed accordingly.  Finally when will we be able to complete and deliver our CMS site | In our complete tasks, I will improve the user interface by keeping the similarity with the main site for better.  Incomplete tasks should be completed on time according to the dateline.  We will finish our final product on 26/10/2020 and according to the roll we will prepare group documents and get feedback from our course coordinator. | | Designer and developer responsible for this task.  Our all of team member take to responsibility in this complete task.  Developer and tester take this responsibility and also This team leader as a scrum master I have take this responsibility for monitoring this system finished according to the deadline. | | |