**Minutes of meeting:**

**Meeting No. 01 –**

**Date –** 22 February, 2018

**Time –** 3.30pm – 5.00pm

**Title –** Discussion about role of user, making schedule of meeting time, writing user story

**Outcomes –** Fixing role of each user as well as confirming daily or weekly meeting time as prepared user story.

**Participants –** Irina Alam, Mosharrf Hossain, Arman Hossain, Mahadi Hasan

**Meeting No. 02 –**

**Date –** 28 February, 2018

**Time –** 3.30pm – 4.45pm

**Title –** Analyzing data for the system, creating product backlog

**Outcomes –** Completed data analysis through role wise and for important section of the system and an initial product backlog has been announced.

**Participants –** Irina Alam, Mosharrf Hossain, Arman Hossain, Mahadi Hasan

**Meeting No. 03 –**

**Date –** 4 March, 2018

**Time –** 3.00pm – 4.30pm

**Title –** completing product backlog, making list of task priority.

**Outcomes –** Product backlog has been completed as well as their priority list.

**Participants –** Irina Alam, Mosharrf Hossain, Arman Hossain, Mahadi Hasan

**Meeting No. 04 –**

**Date –** 10 March, 2018

**Time –** 4.00pm – 5.30pm

**Title –** Discussion about class diagram, diagrams of database and sprint backlog

**Outcomes –** class diagram and EERD has been finalized and other diagram has been announced initially. And completed sprint backlog against the working criteria of the system.

**Participants –** Mosharrf Hossain, Arman Hossain, Mahadi Hasan

**Meeting No. 05 –**

**Date –** 17 March, 2018

**Time –** 3.00pm – 4.45pm

**Title –** Completing database system, design artifact, drawing activity diagram and coding

**Outcomes –** Database system has been prepared as well as activity diagram on the other hand design artifact and coding has also been started.

**Participants –** Mosharrf Hossain, Arman Hossain, Mahadi Hasan

**Meeting No. 06 –**

**Date –** 22 March, 2018

**Time –** 4.30pm – 5.45pm

**Title –** Discussion on working progress and bug of the system including ways to find out solution.

**Outcomes –** Everyone shows their progress and find out a way to overcome and discussed about further issues and challenges.

**Participants –** Mosharrf Hossain, Arman Hossain, Mahadi Hasan

**Meeting No. 07–**

**Date –** 28 March, 2018

**Time –** 2.00pm – 3.15pm

**Title –** Discussion about extra features and checking about the sprint are being followed or not.

**Outcomes –** Finalized extra features and checkout the sprint backlog.

**Participants –** Mosharrf Hossain, Arman Hossain, Mahadi Hasan

**Meeting No. 08–**

**Date –** 02 April, 2018

**Time –** 4.00pm – 5.30pm

**Title –** Showing the whole designing of the interface of the whole system, continuing coding and testing

**Outcomes –** Design has been completed. Coding and testing are running through side by side.

**Participants –** Mosharrf Hossain, Arman Hossain, Mahadi Hasan

**Meeting No. 09–**

**Date –** 6 April, 2018

**Time –** 3.00pm – 4.45pm

**Title –** Discussion about presenting everyone’s completed work, and agile documentation

**Outcomes –** Each member completed their given task properly and completed a walkthrough about following agile scrum.

**Participants –** Mosharrf Hossain, Arman Hossain, Mahadi Hasan

**Meeting No. 10**

**Date –** 8 April, 2018

**Time –** 3.30pm – 5.00pm

**Title –** Finalizing the completed system as well as checking out the whole process.

**Outcomes –** Coding and testing has been completed as well as team has finalized the system by solving some minor issue and being prepared to present the system in an organized way.

**Participants –** Mosharrf Hossain, Arman Hossain, Mahadi Hasan