

Minutes of the Meeting

Date and Time	Venue	Meeting Attendees	Requested by
January 3rd 2024 11 AM	Virtual (Futureense)	18	Dr. Akash Das

Discussions

- **Agile methodology**

There was a brief given about the SDLC Model: Software Development Life Cycle and the disadvantages of not being able to revert back to correct the error or to make changes in the previous phases. Therefore Spiral Model was introduced where the model revolves in a spiral manner making repetitive iterations through all the phases. Then we discussed about the Prototype Model and the RAD Model. The discussion proceed with the explanation about the working of the agile model and why it works better then the previous models.

- **Scrum**

Facilitator discusses about the importance of scrum and its advantages. We learnt about how scrum is divided into sprints where the large amount if work is divided into smaller bits and worked upon in a limited period of time. Which improves the efficiency of the work .No formal documentation is required for Scrum. Encourages more meetings in persons to discuss the current status and future plans for the project. Discourage heavy planning and believes in incremental planning where the steps are decided along the way.

- **Sprints**

We move forward with the explanation of sprints. Duration of each sprint. How sprints can be helpful for the management of the project. Assigning of work to sprints are handled by the scrum master who manages the project. Product backlog includes all the tasks that must be performed to complete the sprint. User stories are a single task that has been assigned to the members. Sprint retrospective meeting is held to collect information about the status of each member assigned to the sprint.

Agreed Actions

- Create an account on monday.com
- Install GIT SCM
- Install Visual studio
- Create an MoM for todays session

