

BatchTrack

A Batch Management System



Sprint-1 Planning

➤ Decisions For Sprint-1

- We have created product backlog in trello
- Decided a time for daily scrum meeting every two days at 8.00pm
- Daily scrum meeting will be held on google meet online
- The git commit message format will be “action-by name”
- Every member will have a git branch with their name

➤ Backlog For Sprint-1

1. Register A New Batch By CR

Responsible Member- Toufik Hasan Labib

- Ensure batch details are securely stored and easily accessible.
- Implement visibility permissions for CRs, faculty, and administrators to access the updated batch listings.
- User Interface for Batch Information.
- Testing and Feedback Collection.
- Documentation and Training Materials.

DeadLine – 1 November 2024

2. Add Semester

Responsible Member: Md Rakibul Haque

- Design and implement functionality to add new semesters within the batch management system.
- Ensure semester details (start date, end date, related courses) are securely stored and easily accessible.
- Implement access permissions for faculty, CRs, and administrators to view and manage semester data.
- Update the User Interface to accommodate semester addition and visibility.
- Conduct Testing and Feedback Collection from relevant stakeholders.
- Provide Documentation and Training Materials for user guidance.

DeadLine – 1 November 2024

3. Manage Batch Information

Responsible Member: Abdus Salam

- Organize and update batch information, including faculty assignments, student lists, and schedules.
- Implement permissions to allow CRs, faculty, and administrators to edit or view batch details as required.
- Optimize the User Interface to facilitate efficient batch information management and quick access to updates.
- Conduct Testing and Feedback Collection to ensure ease of use for all roles involved.
- Develop and update Documentation and Training Materials for batch management processes.

DeadLine – 1 November 2024

I. **4. Send Notices for Batch Updates**

Responsible Member: Samiya Alam

- Develop a system for sending automated and manual notices for batch updates, including schedule changes, assignments, and announcements.
- Ensure notification access for CRs, faculty, and administrators, with viewing permissions for students.
- Design a clear User Interface for creating and sending notices, with options to select recipients and notice types.
- Conduct Testing and Feedback Collection to validate notification reach and functionality.
- Prepare Documentation and Training Materials to guide users in managing and viewing batch update notices.

DeadLine – 1 November 2024

5. Validate A Batch for Registration

Responsible Member: Sakul Mia

- Implement validation checks to ensure all necessary batch details (schedule, faculty, student capacity) are complete before registration opens.
- Provide CRs, faculty, and administrators with permissions to view and verify batch readiness status.
- Update the User Interface to display batch validation status, showing any incomplete requirements.
- Conduct Testing and Feedback Collection to confirm accurate validation processes and usability.
- Develop Documentation and Training Materials on the batch validation workflow for relevant users.

Deadline – 1 November 2024

6. Edit User Profile Information

Responsible Member: Niaz Rahaman

- Design and implement functionality allowing users to update their profile information, including contact details, role-specific data, and preferences.
- Ensure secure access controls, allowing only authorized users to edit profile information.
- Update the User Interface for a seamless profile editing experience with clear instructions and feedback.
- Conduct Testing and Feedback Collection to validate accuracy and ease of use in the profile editing feature.
- Provide Documentation and Training Materials for users to understand profile management options.

Deadline – 1 November 2024

Defination of Done

- Follow the coding standard
- Unit test and pass successfully
- Review the code by team member
- Push code on selected branch