PLANNING MEETING MINUTES

Location: Microsoft Teams Meeting

Date: 8th July 2023

Time: 13:30

Duration: 1 hour 30 minutes

Attendees: Sadath Roshan, Sindoora Rao, Lakshya Kalia, Pankaj Deep Sahota, Manish Gautam, Manasa Yalakala

AGENDA ITEMS

1. Meet and greet the team members.

2. Distribution of Roles and Responsibilities

3. Walk through Project Description and Sprint 1 document.

4. Finalize technology stack as per team's comfortability.

DISCUSSION

1. Availability of members for sprint 1.
2. Finalizing POD session as per team's availability.
3. Brief technological skill possessed by each team member.
4. Overview of user stories and brainstorming on 4 core user stories for sprint 1.
5. Project Environment and its challenges.
6. Technology Stack decided as: HTML, CSS, JavaScript, Node.js, MySQL.
7. Division of work and assignment of roles.

ACTION ITEMS

1. Complete setting up GitHub by 9th July 2023.
2. Update Readme file on GitHub by 10th July 2023.
3. Clarify nested user stories by 10th July 2023.
4. Complete writing 4 core User Stories by 11th July 2023.
5. Sadath Roshan will be Scrum Master for the team.
6. Lakshya and Sindoora will be responsible for the front end of application.
7. Pankaj and Manish will be responsible for back end.
8. Manasa will be Business Analyst/QA for the project.

Minutes submitted by: Sindoora Rao, Manasa Yalakala

PLANNING MEETING MINUTES

Location: Microsoft Teams Meeting

Date: 11th July 2023

Time: 23:00

Duration: 2 hour 30 minutes

Attendees: Sadath Roshan, Sindoora Rao, Lakshya Kalia, Pankaj Deep Sahota, Manish Gautam,
                   Manasa Yalakala

AGENDA ITEMS

1. Finalize README.md
2. Identify all User Stories and Finalize Product Backlog.
3. Choose User Stories to go into next Sprint and identify tasks for these user stories.
4. Use User stories to create issues on GitHub and add tasks and assign roles and responsibilities for each task.
5. Finish documentation of the report, and add the Product Backlog, and Sprint Backlog to the documentation.

DISCUSSION

1. Review and finalize the content and structure of the README.md file.
2. Creating/documenting Epics for 4 Core functionalities with description.
3. Brainstorming, prioritizing, and finalizing the user stories under Epics.
4. Use User stories to create issues on GitHub, add tasks, and assign roles/responsibilities for each task.
5. Finish documentation of the report and incorporate Product, Sprint Backlog into the documentation.

ACTION ITEMS

1. Finalize content and location of Readme file on GitHub by Lakshya and Manasa before 12th July 2023.
2. Product Backlog and User stories added on GitHub by Roshan 12th July 2023.
3. Minutes of two-planning meeting to be uploaded on GitHub by Sindoora before 12th July 2023.
4. Creation of basic tasks under user stories for Sprint 1 by Lakshya, Manish, Pankaj before 12th July 2023.
5. Tasks of providing UI elements for login/registration of users assigned to Sindoora, Lakshya for next Sprint.
6. Tasks of creating database and developing APIs to add user login/register information assigned to Manish, Pankaj for next Sprint.

Minutes submitted by: Sindoora Rao