

PLANNING MEETING MINUTES

Location: Microsoft Teams Meeting

Date: 8th July 2023

Time: 13:30

Duration: 1 hour 30 minutes

Attendees: Sadath Roshan, Sindoor 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 Sindoor Rao 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: Sindoor Rao, Manasa Yalakala