1. **Meeting Minutes**

**MEETING MINUTES -1**

| **Meeting/Project Name:** | ICM Group Task | | |
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| **Date of Meeting:** (MM/DD/YYYY) | 10-16-2019 | **Time:** | 4.00 pm |
| **Meeting Facilitator:** |  | **Location:** | DIA |

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| **1. Meeting Objective** |
| To define individual role of the project and individual task for the first two sprint of the project. |

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| 2. Attendees | | |
| **Banner ID** | **Project Role** | **Email** |
| 001085766 | Scrum Master | 1000645@daffodil.ac |
| 001087478 | Analyst | [1000716@daffodil.ac](mailto:1000716@daffodil.ac) |
| 001087354 | Designer | sameuretc@outlook.com |
| 001085550 | Developer |  |
| 001085190 | Tester |  |

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| 3. Meeting Agenda | |
| **Topic** | **Time** |
| 1. Chose indivisual Role. | 20 Minitues |
| 1. Creating a common platform where all team member can connect with each other. | 10 Minitues |

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| 4. Pre-work/Preparation (documents/handouts to bring, reading material, etc.) | | |
| **Discussion** | **Decidsion** | **Action To Taken** |
| 1. Discussion on chose indivisual group member’s role. | 001085766 ID will play Scrum Master role  001087478 ID will play Analyst role  001087354 ID will pla Designer role  001085550 ID will play Developer role  001085190 ID will play Tester role | Everybody will startig their define task and update the scrum master. If anyone face any trouble to do any work, he/she will discuss about this matter in the group chat. |
| 1. Discussion on different platform to create a communication group. | A messenger chating group will be created. | Scrum master will create this group. |

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| 5. Next Meeting | | | | | | |
| **Date:** (MM/DD/YYYY) | | 10/31/2019 | **Time:** | 4.30 pm | **Location:** | DIA |
| Objective: | Get updated about task that is defined today and to define individual role of the project and individual task for the first two sprint of the project. | | | | | |

**MEETING MINUTES -2**

| **Meeting/Project Name:** | ICM Group Task | | |
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| **Date of Meeting:** (MM/DD/YYYY) | 10-31-2019 | **Time:** | 4.30 pm |
| **Meeting Facilitator:** |  | **Location:** | DIA |

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| **1. Meeting Objective** |
| **To update about task that is defined today and to define individual role of the project and individual task for the first two sprint of the project.** |

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| 2. Attendees | | |
| **Banner ID** | **Project Role** | **Email** |
| 001085766 | Scrum Master | 1000645@daffodil.ac |
| 001087478 | Analyst | [1000716@daffodil.ac](mailto:1000716@daffodil.ac) |
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| 001085550 | Developer |  |
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| 3. Meeting Agenda | |
| **Topic** | **Time** |
| 1. Update about previous sprint | 1. initues |
| 1. Assign new task for next two sprint | 20 Minitues |

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| 4. Pre-work/Preparation (documents/handouts to bring, reading material, etc.) | | |
| **Discussion** | **Decidsion** | **Action To Taken** |
| 1. Discussion on previous sprint. | Previous two sprint finished successfully. |  |
| 1. Discussion on Assign indivisual responsibility for next two sprints. | Everyone will perform necessary things to make success these spring | Every group member will perform |

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| 5. Next Meeting | | | | | | |
| **Date:** (MM/DD/YYYY) | | 11/15/2019 | **Time:** | 4.30 pm | **Location:** | DIA |
| Objective: | To discuss about overall project and take action about deliverable things. | | | | | |

**MEETING MINUTES -3**

| **Meeting/Project Name:** | ICM Group Task | | |
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| **Date of Meeting:** (MM/DD/YYYY) | 10-15-2019 | **Time:** | 4.30 pm |
| **Meeting Facilitator:** |  | **Location:** | DIA |

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| **1. Meeting Objective** |
| **To discuss about overall project and take action about deliverable things.** |

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| 2. Attendees | | |
| **Banner ID** | **Project Role** | **Email** |
| 001085766 | Scrum Master | 1000645@daffodil.ac |
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| 001085550 | Developer |  |
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| 3. Meeting Agenda | |
| **Topic** | **Time** |
| 1. Update about previous sprint | 1. Minitues |
| 1. Talking about project deliverable things | 20 Minitues |

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| 4. Pre-work/Preparation (documents/handouts to bring, reading material, etc.) | | |
| **Discussion** | **Decidsion** | **Action To Taken** |
| 1. Discussion on previous sprint. | Previous two sprint finished successfully. |  |
| 1. Discussion on Assign indivisual responsibility for next two sprints. | Everyone will perform necessary things to make success these spring | Scrum master will create a repository and upload all the necessary file.  All other member will make screencast presentation with panapto |