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| **Meeting Minutes No: 1** | | | |
| **Project Name:** | ICM Group project : Monash University | | |
| **Date of Meeting:** (DD/MM/YYYY) | 08.09.20 | **Time:** | 9:00-9:40 PM |
| **Meeting Facilitator:** | 001120922 | **Location:** | Messenger |

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| 1. Meeting Objective |
| This is the first meet up with the team members to introduce each other & collect information about each team members. |

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| 2. Attendees | | |
| **Banner ID** | **Project Role** | **Email** |
| 001120922 | Not assigned | ramisatabassum246@gmail.com |
| 001120867 | rakibbhuiyan37@gmail.com |
| 001121833 | tazul.amil@gmail.com |
| 001121062 | shaurav15417@gmail.com |

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| 3. Meeting Agenda | |
| **Topic** | **Time** |
| Introductory discussion | 9:00-9:20 PM |
| Select group name | 9:20- 9:30 |
| Creating a platform to communicate with others member | 9:30-9:40 PM |

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| 4. Pre-work/Preparation(Documents/ handouts to bring, reading materials etc.) | | |
| **Discussion** | **Decision** | **Action to taken** |
| Discussion with the team members to introduce with each others. | Every team member will be dedicated for the coursework & do their best to perform the coursework. | Each member will study about scrum methodology from “Scrum Primer” book. |
| Discussion on selecting the group name. | Accroding to each members opinion, the group name will be “Maximizer” |  |
| Discussion for creating a platform to communicate with other team members. | A chatting group will be created in messenger. | Scrum master will create the chatting group. |

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| 5. Next Meeting | | | | | |
| **Date:** (DD/MM/YYYY) | 09.09.20 | **Time:** | 9:00 PM | **Location:** | Online |
| **Objective:** | Assigning team role to each team member | | | | |

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| **Meeting Minutes No: 2** | | | |
| **Project Name:** | ICM group project: Monash University | | |
| **Date of Meeting:** (DD/MM/YYYY) | 09.09.20 | **Time:** | 9:00 – 10:10 PM |
| **Meeting Facilitator:** | 001120922 | **Location:** | Online |

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| 1. Meeting Objective |
| Assigning team role to each team member |

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| --- | --- | --- |
| 2. Attendees | | |
| **Banner ID** | **Project Role** | **Email** |
| 001120922 | Scrum Master & Designer | ramisatabassum246@gmail.com |
| 001120867 | Analyst | rakibbhuiyan37@gmail.com |
| 001121833 | Developer | tazul.amil@gmail.com |
| 001121062 | Tester | shaurav15417@gmail.com |

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| 3. Meeting Agenda | |
| **Topic** | **Time** |
| Scrum methodology | 9:00 - 9:20 PM |
| Assign Team role | 9:20 - 9:40 PM |
| Analysis about different university’s feature based on coursework | 9:40-10:10 PM |

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| 4. Pre-work/Preparation(Documents/ handouts to bring, reading materials etc.) | | |
| **Discussion** | **Decision** | **Action to taken** |
| Discussion on Scrum methodology from “Scrum primer” book. | Our knoledge is not good enought. So we will study more. | Anlyst will study about assumption & user stories.  Scrum master will study about product backlog, sprint planning & sprint backlog. |
| Discussion about assigning team role based on the team member’s expertise & capability | 001120922 will perform scrum master & designer role.  001120867 will perform analyst role.  001121833 will perform developer role.  001121062 will perform tester role. | Based on the group role responsibility, each member will study about their role & gain knowledge to perform their role accurately & update their task to the scrum master & If anyone faces any problem, the member will inform the scrum master into the chat group. |
| Discussion on analyzing different universitys feature based on the cousework requirements. | Each team member will select 3 universities based on the cousework requirements.. | Universities link will be providen in the chat group so that every team member can analyze all the universities feature. |

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| 4. Next Meeting | | | | | |
| **Date:** (DD/MM/YYYY) | 12.09.20 | **Time:** | 9:00 PM | **Location:** | Messenger |
| **Objective:** | Select 4 universities among all the universities (Day 1) | | | | |

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| **Meeting Minutes No: 3** | | | |
| **Project Name:** | ICM group project: Monash University | | |
| **Date of Meeting:** (DD/MM/YYYY) | 12.09.20 | **Time:** | 9:30-10:30 |
| **Meeting Facilitator:** | 001120922 | **Location:** | Online |

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| 1. Meeting Objective |
| 4 Universities selection from individual’s selected universities |

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| 2. Attendees | | |
| **Banner ID** | **Project Role** | **Email** |
| 001120922 | Scrum Master & Designer | ramisatabassum246@gmail.com |
| 001120867 | Analyst | rakibbhuiyan37@gmail.com |
| 001121833 | Developer | tazul.amil@gmail.com |
| 001121062 | Tester | shaurav15417@gmail.com |

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| 3. Meeting Agenda | |
| **Topic** | **Time** |
| Research all the selected universities | 09:30- 010:20 PM |
| Select 3 universities | 10:20-10:30 PM |

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| 4. Pre-work/Preparation(Documents/ handouts to bring, reading materials etc.) | | |
| **Discussion** | **Decision** | **Action to taken** |
| Reseaching all the selected universities feature. | Only those university will be seleted which university’s feature will be matched with the project’s requirements. | Features will be compared among the universites as well as perfectly mached with the projects requirements. when all the specifications will match with a university, we will sectect that university. |
| Discussion on selecting 3 universities among allthe universities. | Cardiff university, monash university & victoria university are selected. | Every member will analyze each university’ feature againts the coursework features so that the best university can be seleced for development. |

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| 5. Next Meeting | | | | | |
| **Date:** (DD/MM/YYYY) | 16.06.20 | **Time:** | 9:00 PM | **Location:** | Online |
| **Objective:** | Final university selection for the coursework | | | | |

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| **Meeting Minutes No: 4** | | | |
| **Project Name:** | ICM group project: Monash University | | |
| **Date of Meeting:** (DD/MM/YYYY) | 16.06.20 | **Time:** | 9:00 -9:40 PM |
| **Meeting Facilitator:** | 001120922 | **Location:** | Online |

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| 1. Meeting Objective |
| Final university selection for the coursework |

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| 2. Attendees | | |
| **Banner ID** | **Project Role** | **Email** |
| 001120922 | Scrum Master & Designer | ramisatabassum246@gmail.com |
| 001120867 | Analyst | rakibbhuiyan37@gmail.com |
| 001121833 | Developer | tazul.amil@gmail.com |
| 001121062 | Tester | shaurav15417@gmail.com |

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| 3. Meeting Agenda | |
| **Topic** | **Time** |
| Selecting the final university for the development | 9:00-9:15 PM |
| User stories | 9:15-9:30 PM |
| Product backlog item | 9:30-9:40 PM |

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| 4. Pre-work/Preparation(Documents/ handouts to bring, reading materials etc.) | | |
| **Discussion** | **Decision** | **Action to taken** |
| Dicussion about selecting the final university for the development. | Monash university will be devloped into the sharepoint. | Each member must perform their task regularly & provide update to the scrum master. |
| Dicussion on user stories | Accurate user stories will be created by analyzing the website. | Analyst will analyze the monash university’s website, create the user stories & upate to scrum master. |
| Discussion on product backlog item. | Scrum master will create product backlog item. | Scrum master will read scrum primer book for better understanding to create product baclog item. |

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| 4. Next Meeting | | | | | |
| **Date:** (DD/MM/YYYY) | 20.09.20 | **Time:** | 3:00 PM | **Location:** | Online |
| **Objective:** | Project plan would be created & discussion about user stories. | | | | |

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| **Meeting Minutes No: 5** | | | |
| **Project Name:** | ICM group project: Monash University | | |
| **Date of Meeting:** (DD/MM/YYYY) | 20.09.20 | **Time:** | 3:00 -4:15 PM |
| **Meeting Facilitator:** | 001120922 | **Location:** | Online |

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| 1. Meeting Objective |
| Project plan would be created & discussion about user stories. |

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| 2. Attendees | | |
| **Banner ID** | **Project Role** | **Email** |
| 001120922 | Scrum Master & Designer | ramisatabassum246@gmail.com |
| 001120867 | Analyst | rakibbhuiyan37@gmail.com |
| 001121833 | Developer | tazul.amil@gmail.com |
| 001121062 | Tester | shaurav15417@gmail.com |

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| 3. Meeting Agenda | |
| **Topic** | **Time** |
| Create project plan | 3:00 – 3:30 PM |
| Review user stories | 3:30-3:45 PM |
| Review the product backlog item | 3:45 - 3:55 PM |
| Detailed discussion about sprint backlog | 3:55 - 4:14 PM |

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| 4. Pre-work/Preparation(Documents/ handouts to bring, reading materials etc.) | | |
| **Discussion** | **Decision** | **Action to taken** |
| Reviewing the user stories | User stories is not perfect & needs to update. | Analyst will rewrite the user stories & update to scrum master. |
| Reviewing the product backlog item | 2 teams about sharepont technology will be added. | Scrum master will add those items in the product backlog item. |
| Discussion on creating sprint plan | 1 month & 1 week that means 5 weeks will be needed to complete the project. | Scrum master will create the detailed sprint plan. |
| Discussion on sprint backlog | Requires more study to create sprint backlog | Scrum master will study more about sprint backlog from scrum primer book. |

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| 4. Next Meeting | | | | | |
| **Date:** (DD/MM/YYYY) | 22.09.20 | **Time:** | 9:00 PM | **Location:** | Online |
| **Objective:** | Discussion on SharePoint | | | | |

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| **Meeting Minutes No: 6** | | | |
| **Project Name:** | ICM group project: Monash University | | |
| **Date of Meeting:** (DD/MM/YYYY) | 22.09.20 | **Time:** | 9:00-11.00 pm |
| **Meeting Facilitator:** | 001120922 | **Location:** | Online |

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| 1. Meeting Objective |
| Discussion on SharePoint |

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| 2. Attendees | | |
| **Banner ID** | **Project Role** | **Email** |
| 001120922 | Scrum Master & Designer | ramisatabassum246@gmail.com |
| 001120867 | Analyst | rakibbhuiyan37@gmail.com |
| 001121833 | Developer | tazul.amil@gmail.com |
| 001121062 | Tester | shaurav15417@gmail.com |

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| 3. Meeting Agenda | |
| **Topic** | **Time** |
| Discuss about sketching & wireframe | 9:00 – 9:20 pm |
| Update the user stories | 9:20 – 9:40 pm |
| Discussion about product backlog item | 9:40 – 10:00 pm |
| Discussion about SharePoint | 10:00 – 11:00 pm |

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| 4. Pre-work/Preparation(Documents/ handouts to bring, reading materials etc.) | | |
| **Discussion** | **Decision** | **Action to taken** |
| Discusstion about drawing the skecthes & wireframes. | Sketches will be drawn in papers & draw.io will be used to design the weframes. | Designer will be complete both of these tasks. |
| Update the user stories | User stories are perfect now. | Scrum master will be upload the user stories in google drive. |
| Review the product backlog item. | Product backlog item is accurate. | Scrum master will be upload the Product backlog item file in google drive. |
| Dicussion about sharePoint | Every team member specially developer will see tuotorials & practice sharePoint to develop the CMS website. | Developer will create sharepoint account & add all the memebers in the webste so that thay can up to date about the development. |

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| 4. Next Meeting | | | | | |
| **Date:** (DD/MM/YYYY) | 26:09:20 | **Time:** | 9:30 PM | **Location:** | Google meet |
| **Objective:** | Preparation for the development | | | | |

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| **Meeting Minutes No: 7** | | | |
| **Project Name:** | ICM group project: Monash University | | |
| **Date of Meeting:** (DD/MM/YYYY) | 26:09:20 | **Time:** | 9:45 – 10: 25 pm |
| **Meeting Facilitator:** | 001120922 | **Location:** | Google meet |

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| 1. Meeting Objective |
| User stories & product backlog would be verified. |

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| 2. Attendees | | |
| **Banner ID** | **Project Role** | **Email** |
| 001120922 | Scrum Master & Designer | ramisatabassum246@gmail.com |
| 001120867 | Analyst | rakibbhuiyan37@gmail.com |
| 001121833 | Developer | tazul.amil@gmail.com |
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| 3. Meeting Agenda | |
| **Topic** | **Time** |
| Sprint backlog & Assumption | 9:45 – 9:55 pm |
| Reviewing the sketches | 9:55-10:05 pm |
| Discussion about burndown chart, test plan & test case | 10:05-10:15 pm |
| Discussion on SharePoint account | 10:15 – 10:25 pm |
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| 4. Pre-work/Preparation(Documents/ handouts to bring, reading materials etc.) | | |
| **Discussion** | **Decision** | **Action to taken** |
| Dicussion on creating first sprint backlog & updating the assumption. | Scrum master will create the first sprint backlog & analyst will update the assumption. | Both of the members will update their woek in google drive. |
| Reviewing the sketches | All the skectches are not completed. | Desiger will complete the seketches of the website. |
| Discussion about creating the burndown chart, test plan & test case | Spreedsheet will be used to created burndown chart. Tester will study to create the test plan & test case. | Scrum master will create first sprint’s burndown chart.  Tester will create the test plan & test case. |
| Discussion on SharePoint account | Eveyone can access on the account. | First sprint devepont will be started on time & everyone will do their respective task during the development. |

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| 4. Next Meeting | | | | | |
| **Date:** (DD/MM/YYYY) | 02.10.20 | **Time:** | 9:00 pm | **Location:** | Google meet |
| **Objective:** | Update about First sprint | | | | |

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| **Meeting Minutes No: 8** | | | |
| **Project Name:** | ICM group project: Monash University | | |
| **Date of Meeting:** (DD/MM/YYYY) | 02:10:20 | **Time:** | 9:13– 9:45 pm |
| **Meeting Facilitator:** | 001120922 | **Location:** | Google meet |

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| 1. Meeting Objective |
| Update about First sprint |

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| 2. Attendees | | |
| **Banner ID** | **Project Role** | **Email** |
| 001120922 | Scrum Master & Designer | ramisatabassum246@gmail.com |
| 001120867 | Analyst | rakibbhuiyan37@gmail.com |
| 001121833 | Developer | tazul.amil@gmail.com |
| 001121062 | Tester | shaurav15417@gmail.com |

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| 3. Meeting Agenda | |
| **Topic** | **Time** |
| Detailed discussion about first sprint | 9:13 – 9:30 pm |
| Identifying the differences between the main website & the CMS website. | 9:30-9:45 pm |
| Discussion about initial class diagram | 9:45 -9:58 pm |
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| 4. Pre-work/Preparation(Documents/ handouts to bring, reading materials etc.) | | |
| **Discussion** | **Decision** | **Action to taken** |
| Detailed discussion about first sprint | The first sprint is developed successfully & all the members was active & they tried their best to perform their individual task. |  |
| Discusstion Identifying the differences between the main website & the CMS website. | The main websites has 4 colums in the footer whereas the CMS has 3 columns as sharepont provides maximum 3 columns. | Developer will note all the differences while developing & share wilth others. |
| Discussion about initial class diagram. | draw.io will be used to create the class diagram. | Analyst will create the class diagram. |

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| 4. Next Meeting | | | | | |
| **Date:** (DD/MM/YYYY) | 10.10.20 | **Time:** | 10:00 pm | **Location:** | Google meet |
| **Objective:** | Finalized Initial class diagram | | | | |

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| **Meeting Minutes No: 9** | | | |
| **Project Name:** | ICM group project: Monash University | | |
| **Date of Meeting:** (DD/MM/YYYY) | 10:10:20 | **Time:** | 10:20– 11:00 pm |
| **Meeting Facilitator:** | 001120922 | **Location:** | Google meet |

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| 1. Meeting Objective |
| Finalized Initial class diagram |

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| 2. Attendees | | |
| **Banner ID** | **Project Role** | **Email** |
| 001120922 | Scrum Master & Designer | ramisatabassum246@gmail.com |
| 001120867 | Analyst | rakibbhuiyan37@gmail.com |
| 001121833 | Developer | tazul.amil@gmail.com |
| 001121062 | Tester | shaurav15417@gmail.com |

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| 3. Meeting Agenda | |
| **Topic** | **Time** |
| Detailed discussion about 2nd sprint | 10:20 – 10:30 pm |
| Discussion about information architecture | 10:30 – 10:40 pm |
| Finalized the initial class diagram | 10:40 – 10:50 pm |
| Preparation for 3rd sprint | 10:50 – 10:40pm |

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| 4. Pre-work/Preparation(Documents/ handouts to bring, reading materials etc.) | | |
| **Discussion** | **Decision** | **Action to taken** |
| Detailed discussion about 2nd sprint | The 2nd sprint is developed successfully & all the members was active & they tried their best to perform their individual task. |  |
| Discussion about information architecture | Main university’s website site map will have to create. | Designer will create the site map in draw.io. |
| Finalyzed initial class diagram. | The initial class diagram is prefect now. |  |
| Preparation for 3rd sprint | Every member will peform their role responsibiliy perfectly. |  |

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| 4. Next Meeting | | | | | |
| **Date:** (DD/MM/YYYY) | 17.10.20 | **Time:** | 10:00 pm | **Location:** | Google meet |
| **Objective:** | Discussion about presentation video | | | | |

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| **Meeting Minutes No: 10** | | | |
| **Project Name:** | ICM group project: Monash University | | |
| **Date of Meeting:** (DD/MM/YYYY) | 17:10:20 | **Time:** | 10:00– 11:30 pm |
| **Meeting Facilitator:** | 001120922 | **Location:** | Google meet |

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| 1. Meeting Objective |
| Discussion about presentation video |

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| 2. Attendees | | |
| **Banner ID** | **Project Role** | **Email** |
| 001120922 | Scrum Master & Designer | ramisatabassum246@gmail.com |
| 001120867 | Analyst | rakibbhuiyan37@gmail.com |
| 001121833 | Developer | tazul.amil@gmail.com |
| 001121062 | Tester | shaurav15417@gmail.com |

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| 3. Meeting Agenda | |
| **Topic** | **Time** |
| Detailed discussion about 3nd sprint | 10:00 – 10:10 pm |
| Update information architecture | 10:20 – 10:25 pm |
| Discussion about presentation video | 10:25 – 10:30 pm |
| Preparation for 3rd sprint | 10:30 – 10:40pm |

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| 4. Pre-work/Preparation(Documents/ handouts to bring, reading materials etc.) | | |
| **Discussion** | **Decision** | **Action to taken** |
| Detailed discussion about 3rd sprint | The 3rd sprint is developed successfully & all the members was active & they tried their best to perform their individual task. |  |
| Update information architecture | Utility navigation & footer navigation needs to update. | Designer will update uility navigation & footer navigation. |
| Discussion about presentation video | Each member will study about panopto & FastStone for making the presentation. |  |
| Preparation for 4th sprint | Every member will peform their role responsibiliy perfectly. |  |

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| 4. Next Meeting | | | | | |
| **Date:** (DD/MM/YYYY) | 22.10.20 | **Time:** | 10:00 pm | **Location:** | Google meet |
| **Objective:** | Choose presentation video making tool | | | | |

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| **Meeting Minutes No: 11** | | | |
| **Project Name:** | ICM group project: Monash University | | |
| **Date of Meeting:** (DD/MM/YYYY) | 17:10:20 | **Time:** | 10:00– 11:30 pm |
| **Meeting Facilitator:** | 001120922 | **Location:** | Google meet |

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| 1. Meeting Objective |
| Choose presentation video making tool |

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| 2. Attendees | | |
| **Banner ID** | **Project Role** | **Email** |
| 001120922 | Scrum Master & Designer | ramisatabassum246@gmail.com |
| 001120867 | Analyst | rakibbhuiyan37@gmail.com |
| 001121833 | Developer | tazul.amil@gmail.com |
| 001121062 | Tester | shaurav15417@gmail.com |

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| 3. Meeting Agenda | |
| **Topic** | **Time** |
| Detailed discussion about 4th sprint | 10:00 – 10:20 pm |
| Discussion about presentation video | 10:20 – 10:30 pm |
| Choosing the presentation video tool | 11:00 – 11:15 pm |
| Preparation for 5th sprint | 10:50 – 10:40pm |

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| 4. Pre-work/Preparation(Documents/ handouts to bring, reading materials etc.) | | |
| **Discussion** | **Decision** | **Action to taken** |
| Detailed discussion about 4th sprint | The 4th sprint is developed successfully & all the members was active & they tried their best to perform their individual task. |  |
| Discussion about presentation video | Each member will practice the presentation part in google meet according to the module leader instruction. | Each memebr will send the recording to scrum master. |
| Choosing the presentation video tool | We will use google meet for making the final presentation video. |  |
| Preparation for 5th sprint | Every member will peform their role responsibiliy perfectly. |  |

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| 4. Next Meeting | | | | | |
| **Date:** (DD/MM/YYYY) | 30.10.20 | **Time:** | 10:00 pm | **Location:** | Google meet |
| **Objective:** | Discussion about product evaluation | | | | |

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| **Meeting Minutes No: 12** | | | |
| **Project Name:** | ICM group project: Monash University | | |
| **Date of Meeting:** (DD/MM/YYYY) | 17:10:20 | **Time:** | 10:00– 11:30 pm |
| **Meeting Facilitator:** | 001120922 | **Location:** | Google meet |

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| 1. Meeting Objective |
| Testing the database &workflow |

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| 2. Attendees | | |
| **Banner ID** | **Project Role** | **Email** |
| 001120922 | Scrum Master & Designer | ramisatabassum246@gmail.com |
| 001120867 | Analyst | rakibbhuiyan37@gmail.com |
| 001121833 | Developer | tazul.amil@gmail.com |
| 001121062 | Tester | shaurav15417@gmail.com |

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| 3. Meeting Agenda | |
| **Topic** | **Time** |
| Detailed discussion about 5th sprint | 10:00 – 10:20 pm |
| Final checking the test case, test plan | 10:20 – 10:30 pm |
| Testing the database & workflow | 11:00 – 11:15 pm |

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| 4. Pre-work/Preparation(Documents/ handouts to bring, reading materials etc.) | | |
| **Discussion** | **Decision** | **Action to taken** |
| Detailed discussion about 5th sprint | The 5th sprint is developed successfully & all the members was active & they tried their best to perform their individual task. |  |
| Final checking the test case, test plan | Test plan & test case is accurate & ready for submission. |  |
| Testing the database & workflow of the CMS website. | Data are perfecly inserted into the form, thanks message are shown as well as email is sent perfectly. Data are listed into the database. So this section is perfectly working. |  |