Meeting 2

Basic Information:

Date:21 April,2019

Venue: Online

Chair: Tasneem Farhana Suha

Minute Recorder: Qudrat-A-Elahee

Attendees: Diba Afroze, Tasneem Farhana Suha, Tanzim Mahfuz, Qudrat-A-Elahee

Absent: No absence

Meeting Start Time: 11:28 PM

Meeting End Time: 11:52 PM

Decisions:

1. Take duration time in Trello.

2. Set the priority of User Story in Trello.

Actions:

|  |  |  |
| --- | --- | --- |
| Action | Member | DeadLine |
| Update the project Trello Board |  | Done |
| Create Team on Slack |  | Done |
| Update, add & convert identified tasks to the project Backlog | Tanzim Mahfuz, Diba Afroze , Tasneem Farhana Suha, Qudrat-A-Elahee | 22 April, 2019 |
| Prioritise & Estimate hours for all tasks to the project Backlog | Tanzim Mahfuz, Diba Afroze , Tasneem Farhana Suha, Qudrat-A-Elahee | 22 April, 2019 |
| Perform Scrum meeting(two) | Tanzim Mahfuz,Diba Afroze , Tasneem Farhana Suha, Qudrat-A-Elahee | 26 April, 2019  &  28 April, 2019 |

Notes:

Product Backlog: In the simplest definition the Scrum Product Backlog is simply a list of all things that needs to be done within the project. It replaces the traditional requirements specification artifacts. These items can have a technical nature or can be user-centric e.g. in the form of user stories. The owner of the Scrum Product Backlog is the Scrum Product Owner. The Scrum Master, the Scrum Team and other Stakeholders contribute it to have a broad and complete To-Do list.

For details see: [*https://www.scrum-institute.org/The\_Scrum\_Product\_Backlog.php*](https://www.scrum-institute.org/The_Scrum_Product_Backlog.php)

Sprint Backlog: The sprint backlog is a list of tasks identified by the Scrum team to be completed during the Sprint. During the sprint planning meeting, the team selects some number of product backlog items, usually in the form of user stories, and identifies the tasks necessary to complete each user story. Most teams also estimate how many hours each task will take someone on the team to complete.

For details see : <https://www.mountaingoatsoftware.com/agile/scrum/scrum-tools/sprint-backlog>