

GROUP 3 Meeting Number 2

Monday 4th April 2022

Relate agile methodologies to Project Management knowledge areas.

Meeting Started at: 2:00 pm. Finished at: 2:30 pm

Present: Mattia, Mark & Zak

Meeting Agenda:

Review progress of Action Plan 1.
Discuss the assignment requirements
Discuss how to proceed with the Iteration 2.
Agree on who is doing what and by when?
Fill the agreed action plan No. 2
Agree on next meeting date and time
Traditional Practices Review Submission
Other points

Action Plan 1				
Sr. No.	Action	By When	By Whom	Remarks
1	Wikispace Creation	30.03.2021	Mattia	Done
1a.	Wiki space sign up	29.03.21	Zak	Done
2	Weekly Update	Weekly	All Team Members	Done
3	Traditional Practices Review	Daily WhatsApp Reviews	All Team Members	Done
3.a	Everyone will do the research Update on Wiki Daily WhatsApp reviews	Daily WhatsApp Reviews	All Team Members	
4	Agile/XP practices Review	To be started after Iteration 1 if submitted	All Team Members	Ongoing
5	1st Iteration –Traditional Practices Review	April 6th	All Team Members	

6	2 nd Iteration - Agile/XP Tools & Techniques	April 13th	All Team Members	Will start only after Submission of Iteration 1
7	Final Iteration - Comparison Traditional Vs Agile/XP	April 27th	All Team Members	Will start only after Submission of Iteration 2

Meeting Minutes:

Review progress of Action Plan 1, Done, going well.

Discuss the assignment requirements: Done, and new steps agreed as per action plan 2.

Discuss how to proceed with the Iteration 2: Discussed and actions agreed.

Fill the agreed action plan No. 2: Done

Agree on next meeting date and time: Done

Other points: N/A

Action Plan 2

Sr. No.	Action	By When	By Whom	Remarks
2nd Iteration - Agile/XP practices Review				
1	Roles and responsibilities for Cost Management in Agile, overview	April 13th	Zak	
2	Cost Management through sprints or iterations (planning, backlog, reviews, retrospectives)	April 13th	Zak	
3	Estimating costs in Agile methodologies	April 13th	Mark	
4	Determining budget in Agile methodologies	April 13th	Mark	
5	Controlling costs in Agile methodologies	April 13th	Mattia	

Agree on next meeting date and time

Monday 11th April 2022 at 2:00 pm.