Get IT CSS App Project

# Group Meeting Minutes

Date: 04/08/2023

Time:1:30 pm

Attendees: Alyssa, Vijendra, Alexander, George

Scrum Master: Vijendra

Taken By: vijendra

## Agenda

* Create SRS (software requirement Specifications)

## Actions

* Create SRS according to client requirement and Budget.

## Agenda Item: Name of Item

### Discussion

Client Requirement, Budget, Timeline , Software Features

### Conclusions

Decided to make SRS for Client review and approval

### Actions

Agenda Item: Project Initiation

Discussion

* Set up the project team with roles like developers, designers, testers, and project manager.
* Define the project vision, goals, and scope based on the provided details.
* Create a product backlog that lists all the required features and tasks.

Conclusions:

As per our discussion with the client, we need to build a responsive cross platform mobile app (priority for Android application) along with the contents for IT courses , starting with CSS module training for web development, along with designing , assets creating for UI and UX

We need to indulge following role in our team:

1. Content writer for CSS tutorial
2. Graphic Designer for project assets
3. UI and UX developer for front end design
4. Software Developer for React native Application.
5. Tester
6. Project Manager

|  |  |  |
| --- | --- | --- |
| Action | Person Responsible | Deadline |
| Client approval on resources   * Software language – React * Software Platform – React Native * Application type -Android * Server- Serverless platform firestore or sanity * Device compatibility -Mobile, Tablet and Flip Phone * Content Type- text, Audio and Video format * No of User – Admin, Visitors, and subscriber * No of pages –Home page , CSS tutorial page , about us, Contact us * Extra Feature – Push Notification * Application Language – English * Region- New Zealand * Moderate Content for user over and above age of 13+ * Launch date- 28tH Feb 2024 | Scrum Master | 14th Aug 2023 |
| Project Cost – NZD 50,000 |  |  |
| Cost of Server and web Hosting will not be cover in Project cost |  |  |
|  |  |  |

Agenda Item: Sprint Planning

Discussion:

* Break down the 6-month duration into multiple 2 to 4-week sprints.
* Select items from the product backlog for the first sprint based on priority and feasibility.
* Set sprint goals and define the tasks needed to complete the selected items.

Conclusions:

Project duration is 6 month, so we can divide entire project in following actions:

|  |  |  |
| --- | --- | --- |
| Action | Person Responsible | Deadline |
| Graphic Designing | Scrum Master  Graphic designer | 1 Week from the data of final sign off from client |
| Content Development | Scrum Master  Content Writer | 2 Week from the data of final sign off from client |
| Software Structure UI and Back End | Scrum Master | 1 Week from the data of final sign off from client |
| Front end designing | Scrum Master  Front end UI and UX team | 2 Week for each page Once we finalise Graphic Designing and Content for tutorial |
| Back End development | Scrum Master  Back End development Team | 2 Week for each page Once we finalise Software structure |
| Testing | Scrum Master | At the end of every sprint |