**People:** Mazdak Arabi, André Dozier, Matthew Dozier

**Date:** Feb. 11, 2013, 11:45a

**Agenda:**

Learn how to utilize Agile Project Management in the context of academia for our project’s specific goals

**Meeting notes**

Agile Project Management

1. Idea
   1. Keep producing and moving forward… don’t schedule enter project from the start to the finish
      1. Fixed resources
      2. Fixed schedule
      3. Flexible scope – scope is adaptable to make projects deliver demo-able tools at the end of each “sprint”
   2. Have scrums and scrums of scrums
      1. Have planning meetings at the end of each 2-3 week “sprint” for 2-5 days
      2. Have daily meetings to ensure roadblocks are quickly overcome during sprints
2. People
   1. Project manager
   2. Product owner
   3. Scrum master
   4. Scrum teams
3. Flow
   1. Idea from product owner
   2. Planning meetings at the end of sprint
      1. Take the main idea and break it down into smaller tasks that can be accomplished in sprinting period
      2. Both retrospective and forward looking
      3. Agendas should cover the product backlog
         1. New features
         2. Bug reports (defects)
      4. Assign individual tasks
   3. Sprint!
      1. Manageable tasks
      2. Have each user run all the way through his tasks (regardless if they change)
      3. Each scrum team meets daily
   4. Back to planning stage
      1. At milestones, publish progress to the web while the scrum teams start the next sprint
4. Implementation
   1. Trello
   2. WordPress project management, etc.