



# INTERNATIONAL JOURNAL OF ADVANCE RESEARCH, IDEAS AND INNOVATIONS IN TECHNOLOGY

ISSN: 2454-132X

Impact Factor: 6.078

(Volume 7, Issue 3 - V7I3-1876)

Available online at: <https://www.ijariit.com>

## Agile meeting dashboard

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### ABSTRACT

*Communication plays main role in the modern world of software development. Nowadays Virtual meetings plays important role in our life. Especially due to work from home in software industry virtual meetings became more important to employees in order to update the work to their team manager. At present Agile methodology is frequently used software development model. Traditional project management methods like Waterfall involve working for months (and even years) at a stretch to deliver a final working product. Agile project management is a modern software project management approach that divides your project down into several parts. You work on each of these parts during 1-2 week intervals called sprints, helping you easily to obtain customer feedback and make project changes. In this methodology daily meetings are conducted which are also known as agile meetings or scrum meetings. During this meetings scrum master will create a meeting notes where important notes and points of the meeting are covered. It consists of tasks that are to be performed by team members. So, we make use of spring tools, full stack development technologies. There will be two logins available one for the admin that is scrum master purpose and other for the team member. Admin can login into his account and add a team member so that he can assign any task that he has created. There is also a tab available for admin to enter the meeting notes so that he can use that meeting notes as an action item to assign to his team member. There is also a tab available to check the completed action items that has been assigned. Dashboard contains some graphs that represent number of meetings held, completed and not completed status.*

**Keywords:** Agile, Software Development Model, Meeting Notes, Sprint

### 1. INTRODUCTION

Unlike other software development models, agile development model exhibits continuous interaction between team manager, team members and clients. The given project is divided into smaller parts called sprints which are developed and tested simultaneously by the team. During the sprints there will be several meetings conducted by the scrum master to assign action item to team members via meeting notes and get updates of the status of assigned work from the team member. To assign the action item, scrum master need to write an email to the team member with meeting notes. To overcome this problem we have developed an application so that scrum master can enter meeting notes and select the team member that to be assigned. After assigning the action item, team member gets an email directly about the action item and the task that has to be done.

There will be two login modules available for the scrum master and team member purpose. The dashboard contains some charts that display number of meetings held and status of the action items that has been assigned. Scrum master can add the meeting notes and team members as well. Scrum master can select the meeting notes that has to be assigned and select the team member to assign the assigned action item. In Meeting notes, admin can also give a recorded video meeting that will be converted into meeting notes and will be added to the database that can be retrieved whenever scrum master wanted to assign that action item.

### 2. LITERATURE SURVEY

Sharma, Sheetal & Sarkar, Darothi & Gupta, Divya. (2012). Agile Processes and Methodologies: A Conceptual Study. International Journal on Computer Science and Engineering. This paper is published on study of agile processes. The paper can be used as guide

to software development process models. In particular the aim of agile processes is to slake the customer, faster development with less defects. This paper states the difference between agile processes and other software development life cycle models.

Kumar, Gaurav & Bhatia, Pradeep. (2012). Impact of Agile Methodology on Software Development Process. (IJCTEE). Agile methodology that uses sprints and continuous feedback are widely used in variety of industry projects as a well defined development method which can satisfy to the modification of requirements. Sprints are used that are required for better product delivery. Here, in the paper impacts that agile process has on software development processes according to quality within the organizational and cultural framework are identified.

### 3. PROBLEM STATEMENT

Now a days as everyone are working from home, Meeting virtually for the purpose of projects became normal. If Team Leader want to assign some work to the team member he has to create some text and has to mail it. And to check whether the work has been completed or not is again a task. And email id has to be checked carefully or else it would go to the wrong person. To avoid this we have created our meeting dashboard.

### 4. SOLUTION

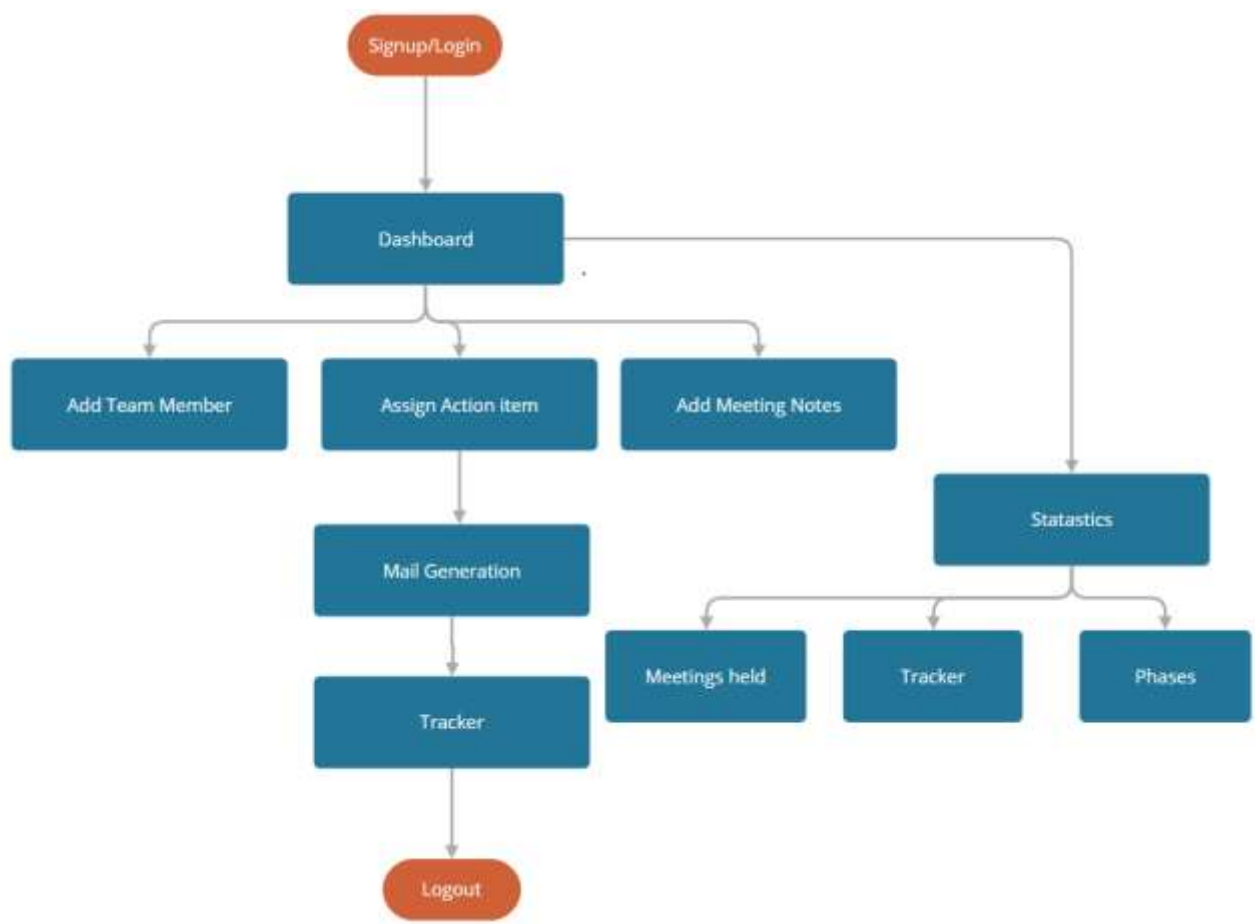
To avoid this situation we have created our meeting dashboard application so that the admin can login to his and can select the notes that he wanted to assign from his meeting notes. After selecting the meeting notes he can see his teammates list so that he can assign that work to any of his teammates. And Admin can also see whether the work assigned is completed or not. Admin can also see a graph of number of meetings done on each month. There are also graphs that represent the status of action items that has been assigned.

### 5. REQUIREMENTS

1. application that can be integrated with enterprise email server
2. Provision to assign action item to the team members
3. Automated email notification to the assignee
4. Tracker to track the status of action items in the subsequent meeting

### 6. WORKFLOW

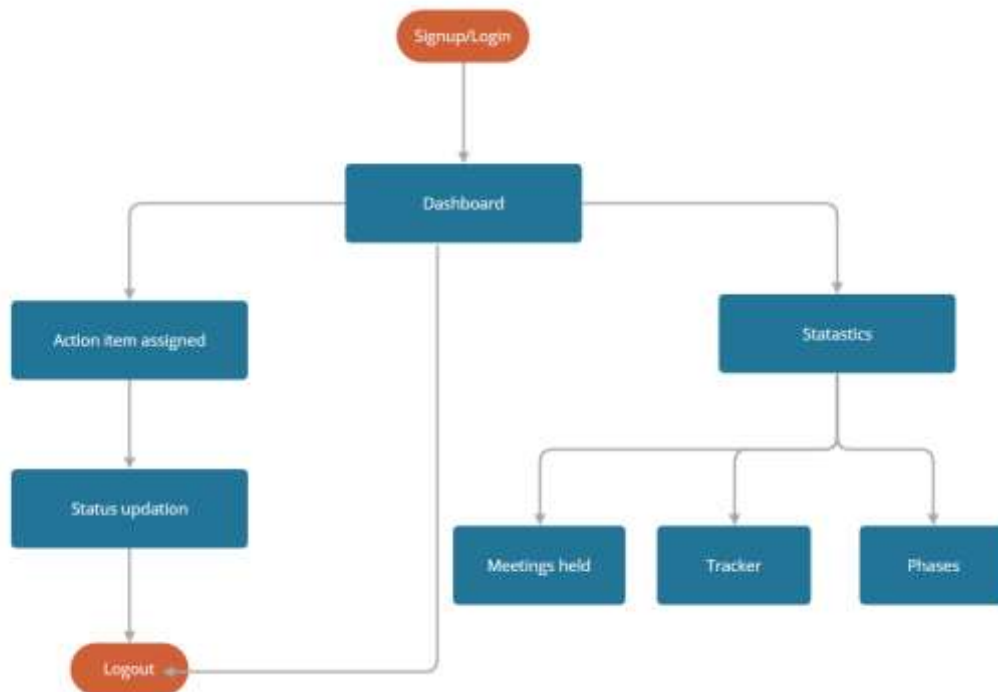
**Admin Workflow:**



Admin/Scrum master can login to his account and can see the dashboard. Dashboard contains graphs which represents statistics of meetings held, tracker, Phases of meetings held for. There are also some functions available which are adding a team member, Assigning the action item, Adding meeting notes. Admin can add a meeting notes and can assign to his team member. And the team member gets an automatic email notification of the assigned action item. Here for automatic mail generation simple mail transfer

protocol has been used. After assigning the action item, admin can check whether the action item is completed or not by going into completed stats section. In Meeting notes, admin can also give a recorded video meeting that will be converted into meeting notes and will be added to the database that can be retrieved whenever scrum master wanted to assign that action item.

**Team Member Workflow:**



Team member can login to his account and can see the dashboard. Dashboard contains graphs which represents statistics of meetings held, tracker, Phases of meetings held for. Team member can also see the action items that has been assigned to him and can update the status of the action item. The detailed action item data would be sent via email to the team member. He can check the action item assigned to him through email as well.

**7. IMPLEMENTATION**

This application has been developed using HTML5, CSS for the front-end and used Java programming language and MySQL database. Used servlets to process the requests from the web server and produce the response and send back to the web server. Used Tomcat server which is an open source java servlet container.



**8. CONCLUSION**

This application decreases the difficulty to the scrum master to send the meeting notes and to verify the status of the action item that has been assigned. Our application perform both the functions in a simple user friendly manner. So the Scrum master need not open Gmail and send action item to the team member. He can directly assign the action item from the application and check the status of the action item in the application itself.

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