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| Team Meeting | November 21, 2016B257 |

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| Meeting called by: | Laura | Type of meeting: | Scrum |
| Facilitator: | Laura and Scott | Note taker: | Enter note taker here |
| Timekeeper: | No Timekeeper |  |  |

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| Attendees: | Laura and Scott |
| Please read: | Project – Scrum style Project |
| Please bring: | Nothing was needed to be brought except for the project outline |

# Minutes

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| Agenda item: | Plan the project | Presenter: | No presenter |

#### Discussion:

The discussion of the project (mastermind)

#### Conclusions:

We are working together once again, and breaking up various tasks

| Action items | Person responsible | Deadline |
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| * Project Plan | Both | Monday 21 |
| * Project Charter | Both | Monday 21 |
| * Burndown Chart | Both | Monday 21 |
| * Scrum Minutes | Both | Monday 21 |
| * Use Case Diagram | Scott | Tuesday 22 |
| * Activity Diagram | Laura | Tuesday 22 |
| * Design Interface | Laura | Tuesday 22 |
| * Merge + Fix SAAD Docs | Both | Tuesday 22 |
| * Submit to D2L | Both | Monday 28 |

# Other Information

#### Observers:

No observers

#### Resources:

Project Outline, Assignments, Activity/Use Case Diagrams/Docs from SAAD last semester

#### Special notes:

No special notes