

## First Daily Scrum Meeting Minutes

The first daily scrum meeting was held to discuss the tasks related to the project.

The first daily scrum meeting started with opening remarks of the representative of development team Mr. Elyas Fekrat. He illustrated the agenda points, presenters, and duration time limit of each point.

Subsequently, Ms. Rayhana Amiri with Mr. Yousaf Sultani discussed about the tasks that should be done in the projects. They furthermore discussed about the user stories created by the product owner in order to come up with the best output according to the user stories given.

In the third part of the agenda, the development team (Mr. Elyas, Mr. Yousaf, Ms. Rayhana, and Ms. Zahra Stanikzai) decided to divide the tasks accordingly and also they decided to come up with a platform where to discuss other related issues easily without any time and internet issues.

The representative of development team concluded the meeting after decision taking and mentioned that the required tasks that have to be done will be noted in the action and decision table of the meeting minutes.

### *Action and Decision Table*

No	Action	Responsible Person	Due
1	Designing the GUI interface	Rayhana Amiri	October 12, 2020
2	Creating the burnout Chart	Zahra Stanikzai	October 18, 2020
3	Creating the Jason file with required words	Yousaf Sultani	October 15, 2020
4	Building functions and backend development	Elyas Fekrat	October 20, 2020