Team Meeting

# Contents

[Contents 1](#_Toc55520363)

[Meeting Details 1](#_Toc55520364)

[Agenda Items 1](#_Toc55520365)

[Minutes 2](#_Toc55520366)

[Action Items 3](#_Toc55520367)

# Meeting Details

|  |  |  |  |
| --- | --- | --- | --- |
| Date: | 06/11/2020 | Scrum Master: | Scott Graham |
| Time: | 14:00 GMT | **Note Taker:** | Alex Duthie |
| Attendees: | | **Moderator:** | Vittorio Rivabella (Slack Admin) |
| * Scott Graham * Andrew Ellen * Vittorio Rivabella | | **Agenda Planner:** | Damir Elsik |
| Apologies: | | **Action Items Planner:** | Andrew Ellen |
| * Alex Duthie * Damir Elsik | | **Lecturers:** | Douglas Barr & Tom McCallum |

# Agenda Items

* Discuss a Jira board strategy
* Brainstorm and try to finalize an idea for the challenge

# Minutes

* Everyone to have an individual epic
  + Main epic will contain unbroken tasks
  + Individual epics will contain subtasks from main
* Enable Jira board notifications in slack, send notifications when:
  + An issue is created or updated
  + A comment is updated
  + Assignee is updated
  + Status of a task is transitioned
* Tasks to be created ASAP on Jira
* Team to think up of environmental problems that we are directly aware of by Monday
* Choose a starter kit to go through on Sunday during the Sunday stand-up
* Task for meetings to be made

# Action Items

|  |  |  |  |
| --- | --- | --- | --- |
| Action Item | Assigned to | Deadline? | Status |
| Create individual epics on the Jira board | Scott Graham (Scrum master) | Sunday | Completed |
| Think up of environmental problems that we are directly aware of | All team members | Monday | In-progress |
| Choose a starter kit to go through for the Sunday stand-up | All team members | Sunday | In-progress |
| Create the task meeting/ Record meeting | Scott Graham for task creation/ Alex Duthie for meeting recording | During Sunday Stand-up | Selected for Development |