**Daily Scrum Meeting/Short Stand-up Meeting**

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| **Daily Scrum Meeting (15 minutes)** | | | | |
| **Date** | **Description** | **Severity**  **(out of 5)** | **Affected** | **Action** |
| 28/11/2016 | -Conduct discussion about user story.  -Submit user story to pivotal tracker | \*\* | - | - 1 User Story created |
| 29/11/2016 | -Discuss what module is needed in the user story | \*\* | - | -Total of 1 module decided |
| 30/12/2016 | -Discuss what function should include in the modules  -Discuss the UI design of the software | \*\*\* | -All members are with different opinion about the UI design | -The main UI design has been decided. |
| 1/11/2016 | -Start the coding  -Design UI interface for system  -Code calculate fine module | \*\*\* | -Face the problem with calculating the fine with the overdue return date | -Work together with partner to solve the problem together |
| 2/11/2016 | - Due date | - | -All member has submitted their parts to Scrum master | - Planned to combine all parts and test the system tomorrow |
| 3/11/2016 | -Combine and test | \*\*\*\* | - Found some bugs in the code and debug | -Final checking for all documentation and submit user story to Pivotal Tracker |
| 4/11/2016 | -Submit coding to github | \* | - | - |