

Meeting #1		
4.21.2020		Slack Conference
Note taker	Phu Nguyen	
Attendees	Phu Nguyen, Katherine Reyes, Marina Makarova, Mynun (Moon) Rahman, Barzy Saber, Anastasiia Rymorieva	
General Update		
Discussion		
Team Assignment		
Discussion		
Team Assignment:		
<div>1st. have a conference with your team through slack:<ol style="list-style-type: none">get to know each other - DONEchoose a team name - Top 5 Done, pending vote count on Thursday 4/23choose a team lead - Phu Nguyenchoose a fixed meeting time to work on projects - Wednesdays between 11am-2pm (at least once a week for now)</div> <div>2nd. Agile-Scrum role & schedules:<ol style="list-style-type: none">Decide Scrum Cycle (2 weeks or 4 weeks?) 2 weeksDecide sprint start day (Monday? Thursday?) MondayCreate 2 Sprints schedule for scrum meetings See Below</div>		
Action Items	Responsible	Deadline
Team Assignment – Completed	Team	4/23/2020

Team Scrum Meeting schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	Sprint 1 Begins Grooming + Sprint Planning (1-3pm)	Stand-up (10 AM)	Stand-up	Stand-up	Stand-up	
	Stand-up	Stand-up	Stand-up	Stand-up	Stand-up Demo (1-3pm) Retro (3-4pm)	
	Sprint 2 Begins Grooming + Sprint Planning (1-3pm)	Stand-up	Stand-up	Stand-up	Stand-up	
	Stand-up	Stand-up	Stand-up	Stand-up	Stand-up Demo (1-3pm) Retro (3-4pm)	