

Meeting Minutes

November 12, 2020

Meeting took place on 12 November @ 11am via Zoom

Team member	Present	Apols	Absent	Guests in attendance
Maclan Rowley*	*	<input type="checkbox"/>	<input type="checkbox"/>	No guests
Malachi Loveridge	Y	<input type="checkbox"/>	<input type="checkbox"/>	
Steve Griffiths 🏆	🏆	<input type="checkbox"/>	<input type="checkbox"/>	
Yusif Abdul-Nabi	Y	<input type="checkbox"/>	<input type="checkbox"/>	
Ali Khan	Y	<input type="checkbox"/>	<input type="checkbox"/>	
Product owner: Bob Champion	p/t	<input type="checkbox"/>	<input type="checkbox"/>	

* This week's scrum master 🏆 Chairperson (scrum master and chair are rotated every fortnight) Y=yes
N = no

Dear All,

Please review the minutes of our recent meeting. Pay particular attention to the action points, especially those attributed to you. You should make sure you bring information about your progress to the next scheduled meeting. Where possible all action points should be closed off before then. If there are errors in the minutes they should be raised at the next meeting under agenda item Matters Arising. This is also the item where progress on actions is reported.

No	Minutes (sections should be headed in accordance with agenda items)	Action by (include deadline where possible)
	Matters Arising None first meeting	
1	The tasks in the Product backlog needed to be updated in accordance with our group project plan	Update this before the inspection on 13/11/20
2	The user story in the product backlog needed to be updated in accordance with our group project plan	Update this before the inspection on 13/11/20
3	Everyone needs to gain a basic understanding of GitHub by looking at introduction videos	Aiming to do this before the next sprint meeting at

		12pm the next weekday
<u>4</u>	Everyone needs to gain a basic understanding of Jira by looking at introduction videos	Aiming to do this before the next sprint meeting at 12pm the next weekday
<u>5</u>		
<u>6</u>		
<u>7</u>		
<u>8</u>		
<u>9</u>		
	Any other business	

Meeting minutes prepared by Yusif Abdul Nabi

Sign off

Product owner name

Signature

Date

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Yusif Abdul Nabi