**Meeting Agenda** November 4, 2020 

Meeting scheduled for 5 November 2020 @ 10am

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| The team (circulation) |  | Apols |  |  | Guests to be invited |
| Maclan ⁕ |  | ▢ |  |  |  |
| Malachi Loveridge |  | ▢ |  |  |  |
| Steve Griffiths ♛ |  | ▢ |  |  |  |
| Jusaf |  | ▢ |  |  |  |
| Ali Khan |  | ▢ |  |  |  |
| Product owner:  Bob Champion |  | ▢ |  |  |  |

⁕ This week’s scrum master ♛ Chairperson (scrum master and chair are rotated every fortnight)

Dear All,

You are invited to the following meeting to discuss

|  |  |  |
| --- | --- | --- |
| No. | Item | Estimated time (mins) |
|  | Matters arising | 0 |
| 1 | Changes to the product roadmap (attached) | 5 |
| 2 | Changes to the initial product backlog (attached) | 15 |
| 3 | Our skills matrix | 10 |
| 4 | Our plan for sprint #1 (produce sprint backlog & plan)  Which user stories to include  What tasks are involved with each story  Allocation and estimation of tasks  Acceptance criteria for each story | 30 |
| 5 | Possible technology stack | 10 |
| 6 | Training | 10 |
| 7 | Scrum master and chair | 5 |
|  | Any other business | 5 |
|  |  | 1h 30mins |

Steve Griffiths