**Meeting Minute**

Objective:

* Having scrum meeting and asking 3 question.
* Discussing about the scrum backlog.
* To separate the work to all group members.

Note Taker: Khiew Chia Chuan

Approved by: Bok Chou Zheng

Date: 17/2/2021

Time: 3.00pm – 3.15pm

Called by: Bok Chou Zheng

Submitted by: Bok Chou Zheng

Attendees:

* Lee You Chen
* Ho Seow Woon
* Khiew Chia Chuan
* Bok Chou Zheng

Location: Zoom Meeting

Meeting Type: Information sharing & Decision-making meeting

Facilitator: Bok Chou Zheng

|  |  |  |
| --- | --- | --- |
| **Agenda Item** | **Presenter** | **Time Allocated** |
| 1. Scrum Meeting | Whole Team Members | 5 min  (3.00pm – 3.05pm) |
| 1. Discuss about the sprint backlog | Whole team members | 10 min  (3.05pm – 6.15pm) |

**Decisions**

1. We have discussed about what we doing last week, what we doing this week and anything that on way in the scrum meeting.
2. Next, we will discuss about the sprint backlog and the hours that will finish the task.

|  |  |  |
| --- | --- | --- |
| New Action Item | Person In-charge | Due Date |
| 1. Update some new information about product backlog and sprint backlog. | Bok Chou Zheng | - |
| 1. Start doing user interface | Whole team | - |

Other Notes & Information

1. Try to find some source code that will help in our system.
2. Starting to code the user interface.
3. Code the login and register functions.