**Meeting Minute**

Objective:

* Discuss what on the task what we doing last week, did we finish each of the task given.
* Update new task for the sprint backlog.
* Continue each task.

Note Taker: Khiew Chia Chuan

Approved by: Bok Chou Zheng

Date: 3/4/2021

Time: 4.00pm – 4.15pm

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

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| **Agenda Item** | **Presenter** | **Time Allocated** |
| 1. Scrum Meeting | Whole Team Members | 5 min  (4.00pm – 4.05pm) |
| 1. Discuss and update the new task for the sprint backlog | Whole team members | 10 min  (4.05pm – 4.15pm) |

**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, decision will be updating the task for sprint backlog.

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| New Action Item | Person In-charge | Due Date |
| 1. Designing chart analysis. | Lee You Chen | - |
| 1. Allow the coordinator to view contribution. 2. Coding upload document file and download file 3. Burn Down Chart, Excel (backlog task) | Khiew Chia Chuan  Ho Seow Woon  Bok Chou Zheng | -  -  - |
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Other Notes & Information

1. Make some research on the burn down chart design.
2. Finding some source code for download file in zip type.