**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, then separate task for each team members.

Note Taker: Lee You Chen

Approved by: Bok Chou Zheng

Date: 18/3/2021

Time: 3.30pm – 3.40pm

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  (3.30pm – 3.35pm) |
| 1. Create Sprint Backlog and adding new task | Whole team members | 10 min  (3.35pm – 3.45pm) |

**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.
3. Adding new task in the sprint backlog.
4. Decided to starting on testing our system.

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| New Action Item | Person In-charge | Due Date |
| 1. Coding the chart analysis for user site 2. Testing Whole System | Lee You Chen  Whole team member | - |
| 1. Final Documentation | Bok Chou Zheng | - |
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Other Notes & Information

1. Make some research on coding for chart.
2. Doing testing and checking for our system if got problem fix it.