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| **Appointment Booking system** **Meeting Minutes** |

# **Weekly Scrum Meeting Minutes**

# **Meeting No: Week 6 Meeting 1**

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| **Date:** | 11/04/2017 |
| **Venue:** | Building 80, RMIT university, Swanson street, Melbourne VIC 3000, Australia |
| **Attendees:**  **Present:**  **Absent :** | Thejana Satanarachchi(Scrum Master), Lip Yang Koay, Dilani Fernando  Jake Westrip |
| **Apologies:** | - |
| **Copy To:** | - |

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| **No.** | **Date** | **Discussion** | **Action/Person** |
| **1** | 11/04 | Discussed about the problems faced during previous sprints and how to pursue those concerns effectively and efficiently | All team members agreed on the new changes in future sprints |
| **2** | 11/04 | Discussed how to make full use of different communication methods | All team members agreed to take in their part on using those methods |
| **3** | 11/04 | Team’s strengths and weaknesses were re-evaluated | Thejana (scrum master of the team) took in-charge of the task |
| **4** | 04/04 | Discussed on developing new team charter for Part B of the project | Thejana took in-charge of the task, team member’s ideas also welcomed |
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