**TEAM ELLJAM**

# Team Elljam

# Meeting minutes

**Location**: Room T101  
**Date**: 19/10/2021  
**Attendees**: Ellena Begg, James Boyd   
**Time**: **9:00am**

1. Call to order

Ellena Begg called to order the regular meeting of the Team Elljam at 9:00am on 19/10/2021 at Room T101.

1. Roll call

Ellena Begg conducted a roll call. The following persons were present: Ellena Begg, James Boyd

1. Approval of minutes from last meeting

Ellena Begg read the minutes from the last meeting. The minutes were approved as read.

1. Open issues
   1. Add all error trapping, user messaging and comment
2. New business
   1. Create final scrum board
   2. Finalise Sprint 2
   3. Handover Sprint 2
3. Adjournment

Ellena Begg adjourned the meeting at 9:15am.

Minutes submitted by: Ellena Begg

Minutes approved by: James Boyd