**TEAM ELLJAM**

# Company/Department name

# Meeting minutes

**Location**: Remote (Microsoft Outlook e-mail)  
**Date**: 5/10/2021  
**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 5/10/2021 remotely using Microsoft Outlook.

1. Roll call

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

1. Open issues
   1. Swap Scrum Master/ Team Member roles
   2. Update GUI prototype
   3. Discuss Project Tasks and Priorities
   4. Design algorithm and pseudocode
   5. Get sign-off before starting work on code
2. Adjournment

Ellena Begg adjourned the meeting at 9:15am.

Minutes submitted by: Ellena Begg

Minutes approved by: James Boyd