**Daily Scrum Meeting Minutes Sharing Notes:**

Dear All,

Please use this shared document for your Daily Scrum Meeting Minutes. As a team, you must meet every day that you develop, which must be five days per week (preferably weekdays), or 10 days per sprint (sprints are two weeks long), except for the holidays.

Daily scrum meeting can take place in-person or online. During each meeting, each one of you quickly report on what you have done since the last meeting, what you plan to do until the next meeting, and what are the hurdles, if any.

The meeting minutes must be taken during the meetings (not afterwards) and reflected directly on the shared document. Taking the minutes is a group effort and everyone contributes in taking the notes.

All daily scrum meeting minutes must be reflect in this one document, one meeting minute after the other in a sequential manner. You may make a copy of the template and paste it right when you start a new meeting, starting from a new page in this document for a new meeting.

At the beginning of each meeting, each individual signs up by adding his/her name in the new meeting minute as an attendee. During each meeting, you must report in order, for example, in ascending alphabetic order of your first names.

When you are done with your own report, you will start taking notes for the next person in line. The last person in the list will take the note for the first individual in the list who reports first. After everyone has reported, you will take a moment to go over the notes taken by your team mate for your report to double check its correctness and to make sure everything is reflected in the minutes properly.

If for any reason, you missed a meeting, you still must reflect your report in the meeting minutes and you must indicate in parentheses in the attendee list that you did not attending the meeting. This must not happen more than two times during the whole semester.

Attendees: Jacob Leschen, Jose Morgan

Start time: 9:30 AM

End time: 9:45 AM

Jacob Leschen:

* What was done since the last scrum meeting?
* Attended sprint planning meeting
* Finished documentation for sprint 4
* What is planned to be done until the next scrum meeting?
* Participate in bi-weekly meeting with mohsen
* What are the hurdles?
* None

Jose Morgan:

* What was done since the last scrum meeting?
* Finished docs for sprint meeting
* What is planned to be done until the next scrum meeting?
* Sprint meeting
* What are the hurdles?
* none

Justin Alvarez:

* What was done since the last scrum meeting?
* Documentation
* What is planned to be done until the next scrum meeting?
* Finish documentation, attend meeting
* What are the hurdles?
* None