There are four files in this directory. There is one file for your daily meeting minutes and three sprint meeting minutes files. All meeting minutes must be reflect in these documents.

1. **Daily Scrum Meeting Minutes.docx**
   1. 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 per page. You may make a copy of the template included in the first page and append a copy to your document for each new meeting minute. At the beginning of each meeting, each individual signs up by adding his/her name in the new meeting minute as an attendee. If you are doing it in person, 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. If not in person and it is being done remotely, everyone can start typing their own notes at the same time. After everyone has reported, you will take a moment to go over the notes taken by your teammates to double check the correctness of the notes and to better understand that state of the project. 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.
2. **Sprint Review Meeting Minutes.docx**
   1. This meeting has to be scheduled at the same exact time ***at the end of each two-week sprint*** and must be attended by all students and all product owners. During this sprint, students perform a show and tell, showing the product owners the user stories that were developed and getting their approvals. Any user story that is not fully done and/or not fully approved by the product owner must be placed back in the Product Backlog in Mingle.
3. **Sprint Retrospective Meeting Minutes.docx**
   1. This meeting must be attended by all students and should be scheduled ***after the sprint review meeting***. It is optional for product owners. The students must review their performance, evaluate their work products, and reflect what went right, what went wrong, etc. in the corresponding meeting minutes and make sure that they were able to address those issues indicated in the previous retrospective meetings.
4. **Sprint Planning Meeting Minutes.docx**
   1. This meeting must be attended by all students and the product owner(s), and has to be scheduled ***after the sprint retrospective meeting***. During this meeting, the product owner indicates what user stories have the highest priority and must be done during the next sprint. Students will make sure that all the assigned user stories are well understood and the total estimated work for all the user stories will not go over their sprint velocity. The assigned user stories to the next sprint must be prioritized by the product owner at the end of this meeting. Students will discuss who should work on what user stories, in what order, and will come up with a plan of action on how to make sure that all the user stories will be done within the time allocated in this sprint. Note that you guys would need to practice self-organization by being proactive and volunteer for tasks that you may be best suited among your peers to perform them.