# **1. Daily Scrum Meeting Minutes**

| Date | 2023-05-26 |
| --- | --- |
| Time | ss |
| Attendees |  |

## **1.1. Members Report**

|  |  |  |  |
| --- | --- | --- | --- |
| Member | Works Done | Works Planned | Impediments |

## **1.2. Action Items**

|  |  |  |  |
| --- | --- | --- | --- |
| Task | Description | Responsible Person | Due Date |