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| Team Meeting |

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| 6/11/20 | 2:30pm – 2:50pm | SM Tafe Murdoch, Room T101 |

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| Meeting called by | Rico Imbang |
| Type of meeting | Team meeting |
| Note taker | Reece Pieri |
| Timekeeper | Reece Pieri |
| Attendees | Reece Pieri  Rico Imbang  Say Hon Lee |

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| Assign Sprint One and Sprint Two Scrum Masters |

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| Conclusions | Say Hon assigned to scrum master for Sprint Two.  Rico assigned to scrum master for Sprint Three. |

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| Determine Meeting Schedule |

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| Conclusions | Zoom meetings on Sundays. Time TBA.  Gather together at Rico’s house on Wednesday’s. |

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| Code and Documentation Review |

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| Conclusions | Review and proof read sprint documentation at meetings at Rico’s house every Wednesday.  Merge all documentation into Master Document.  All members to review code to familiarize themselves with all aspects of the application in preparation for weekly presentations. |
| Discuss QA terms | |
| Conclusions | Discussed and determined difference between QA terms used in the Testing Plan and Analysis Report. |