Meeting Agenda – Team A

# Sprint One

28/05/2020

1:30

Meeting called by: Sam

Attendees: Sam, Aashiyan, Josh

Please read: Project Document

Please bring: Coffee  
Platform: Zoom

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| --- | --- | --- |
| Time | Event Heading | Location |
| 1:30 -3:00 | Scrum Meeting | Zoom |

## Additional Information:

During these meeting we discussed which team member will be working on each aspect of the project.

At 1:35 we decided to use GitHub as our means of source control.

At 1:45 the Software Development Testing Plan was designated to Sam and since he is he scrum master for sprint one, he will also do the Project Management Plan.

Aashiyan was designated to do the Analysis Report at 2:10 and shortly afterwards was also given the Multi-Platform Report to complete.

At 2:25 it was decided that Josh would do the implementation of the Responsive update for the website.

The rest of the meeting was just to ensure each team member knew what they needed to complete with a short questions and answers session.