Meeting Agenda – Team A

### Sprint Two

04/06/2020

13:30

Meeting called by: Aashiyan

Attendees: Aashiyan, Sam, Josh

Please read: RAD Project Sprint 2 Requirements

Please bring: Supplies

Platform: Zoom

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| --- | --- | --- |
| Time | Event Heading | Location |
| 13:30 – 14:30 | Scrum Meeting | Zoom - Online |

## Additional Information:

Discussion Topics:

13:35 – Ash took responsibility for the project management plan and master document.

13:45 – Sam was tasked with handling the meeting agenda

13:50 – We discussed who would write the reports. Josh was assigned the Software Development Plan and to update the Software Testing Plan. Sam would complete the Performance report.

14:05 – Josh would remain responsible for the source control management as the repository was hosted under his account.

14: 10 – It was decided that we split the programming tasks into 3 and work on each individually but with some collaboration to ensure components worked together properly.   
- Ash is doing the sign up page and validation.  
- Josh is handling unsubscribing and admin log in.  
- Sam is responsible for the newsletter/alerts and creation of the table.

14:20 – We decided to test each implementation individually, with the Scrum Master giving a final review and validation test.

14:25 – Final points made and closing of meeting.