**MINUTES:** TEAM INCOGNITO

**DATE:**

16th January 2018

**TIME:**

6:00 pm

**PLACE:**

Queen Anne - Computer Room

**PRESENT:**

Jaskaran Singh Natt, Scrum Master and (Secondary) Tester  
Eval Thompson, Product Owner, Information Architect  
Vu Nguyen, Database Designer and (Secondary) Programmer  
Viet Dung, Programmer and (Secondary) Database Designer  
Jesse Efionayi, Tester  
Alan Wong, Web Designer, (Secondary) Tester

**ABSENT:**

N/A

**CALL OF ORDER:**

Jaskaran Singh Natt, Scrum Master and (Secondary) Tester organised and called the meeting to order at 12:00 am

**APPROVAL OF MINUTES:**

The minute’s motion was approved by Jaskaran Singh Natt, Scrum Master and seconded by [insert team member here who will be assigned as the Minute taker as well] and Minute taker.

**Main Motions:**

Motion:Moved by Jaskaran Singh Natt and seconded that he should be Scrum Master and (Secondary Tester). The motion carried with unanimous in favour and zero nays against.

Motion of the meeting was the allocation of the roles and for each of the members. The finalised roles are recorded in the section named ‘Present’ in this document.

Motion of the meeting was also to allocate the secondary roles and for each of the members. The finalised roles are recorded in the section named ‘Present’ in this document.

We collectively agreed upon a time in which we will meet on a weekly basis to record minutes and work together to progress in our project. The time of the meeting which was agreed upon was Monday’s, 12am.