**MINUTES:** TEAM INCOGNITO

**DATE:**

[Insert Date]

22nd January 2018

**TIME:**

[Insert Time here e.g. 12:00 am]

10:00 am

**PLACE:**

[Location and Room]

**PRESENT:**

[First Name & Surname/s, Role and Sub-Role if applicable]

Jaskaran Singh Natt, Scrum Master and (Secondary) Tester

**ABSENT:**

[Self-explanatory]

**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.