|  |  |  |  |
| --- | --- | --- | --- |
| S.No | Task/Activity/Comments | Responsible Person | Due Date |
| 01 | Don’t use only one camera because of occlusions issues. | - | - |
| 02 | Daily Standup Meetings 09:00 AM at office | Scrum Master | - |
| 03 | Sprint Planning | Team Leader | - |
| 04 | Sprint Retrospective | Scrum Master | - |
|  | Sprint Review with Stack Holders | Project Manager | - |
| 05 | Requirements Management | Project Management + System Architect | - |
| 06 | Change Management | Project Manager | - |
| 07 | Risk Management | Project Manager | - |
| 08 | Weekly Discussion | Everyone | - |
| 09 | Decision Management | Project Manager + System Architect | - |
| 10 | Stakeholder Management | Project Manager | - |
| 11 | Knowledge Management (GIT Hub + Trello) | Scrum Master + System Architect | - |
| 12 | Team Registration | Team Leader | - |
| 13 | PM will decide who will attend which meetings |  | - |
| 14 | File with Deadlines & planning | Team Leader | - |
| 15 | Rules: Continue with the Rules Excel Sheet and complete it | Deniz and System Architect | - |
| 16 | Combine the previous year work into single file or system architect file | Anshid + Arjun + Naheed | 9-2-2024 |
|  | New Tasks: |  |  |
| 17 | Understanding of the context of the system | Everyone | - |
| 19 | Needs of the stakeholders | Everyone | - |
| 05 | Talk with Tech United Team for Needs | - | - |
| 05 | Mission of the system | Everyone | - |
| 05 | 9 Boxes System Thinking | Everyone | - |

**Minutes of Meeting 08-02-2024**

**Participants:**

* Quinten Swan (Project Manager)
* Kareem (Team Leader)
* Joseph (System Architect)
* Mahsa (Scrum Master)
* Anshid (Design Engineer)
* Arjun (Design Engineer)
* Deniz (Design Engineer)
* Naheed (Design Engineer)