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| American University of Bahrain | |
| Date | 15/03/2023 |
| Topic | Scrum Master Roles and Task Division |
| Meeting start time | N/A |
| Group name | All groups |
| Attendees | Maram, Matthew, Imran |
| Absentees | N/A |
| Agenda | 1. Sprint 1 recap 2. Task backlog 3. To-do list |
| Issues raised | 1. Understanding the current state of the project after the change in Scrum Master(s). 2. Reviewing all the work started and/or completed in Sprint 1. 3. Setting up a plan to start the SRS document. 4. Discuss the stylistic and visual aspects of the project |
| Action plan | 1. Sprint 1 recap is as follows:    1. Mariam, Farah:       * Figma designs (UI)    2. Imran, Yousef:       * CSV upload       * App Frontend    3. Maram, Huda:       * Interviews, Database    4. Matthew, Farooq:       * Database Server, Node.js 2. Task backlog:    1. Design the application user interface.    2. Interview the remaining stakeholders.       * IT       * Registrar       * Program Lead 3. To do:    1. Meeting on Thursday at 4 PM in room E105.    2. Complete the Sprint 1 implementation board.    3. Talk to the group members about work division.    4. Create and divide tasks in the Sprint 2 implementation board (Maram)    5. Handle SRS documentation version control (Matthew)    6. Share and divide SRS document work (Maram) |
| Meeting end time | N/A |
| Minute's recorder | Maram, Farooq |
| Signatures |  |