**SEP PG02 meeting minutes**

17:00-17:25, 21st Aug 2024

Meeting type: The Sprint meeting / Q&A session with tutor Sanchi Verma

**Discussion Items:**

* The Scrum Master reported the group's initial report and snapshot 1.1 to the PO.
* The feedback from the PO:
  + Focus development on User Story 1.
  + It is better to have 2 group members focus on writing the report.
  + Shorten the content and increase the number of screenshots of the development progress.
  + The roster of 5 Scrum Masters must be identified. Each sprint must have a different Scrum Master.

**Action Items:**

* The due date for the initial report and snapshot 1.1 is on 25th Aug at 23:59.
* The biweekly meeting with PO Sanchi Verma is scheduled for 17:00-17:30 on Wednesdays.
* The next Scrum Master will present the plan for the next sprint – Sprint 2 – at the next meeting.