

## MEETING MINUTES

<b>DATE:</b>	Tuesday, June 23, 2020.
<b>LOCATION:</b>	Group # 4 Channel in Teams
<b>TITLE:</b>	Pre-Sprint Last Meeting

### ATTENDANCE

NAME	ROLE
Luis Eduardo Ortiz Holguín	Developer
Guillermo Enrique Bernal Moreira	Scrum Master
Hugo Bryan Wong Pavon	Developer
Karen Monserrat Bermudez Moreria	Product Owner

### MEETING POINTS:

- General overview of the project.
- User histories format of the requirements.
- Defining the user's histories to begin the migration to Asana Platform.
- Creation the group and project environment in Asana.

### OBSERVATIONS/DECISIONS:

- Guillermo Bernal(Scrum master) will create the group and project environment in Asana.
- Guillermo Bernal(Scrum master) will send the invitation of Asana environment to the other members.
- The group will write the user histories in the platform.
- Oswaldo Aguilar(Developer) couldn't attend this meeting due to internet problems.
- Guillermo Bernal(Scrum master) will notify to Oswaldo Aguilar(Developer) the meeting summary and will assign project tasks.

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Guillermo Bernal M.  
**Scrum Master**

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Karen Bermudez M.  
**Product Owner**

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Luis Ortiz H.  
**Developer**

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Hugo Wong P.  
**Developer**