**MEETING MINUTES**

|  |  |
| --- | --- |
| **DATE:** | Tuesday, June 23, 2020. |
| **LOCATION:** | Group # 4 Channel in Teams |
| **TITTLE:** | 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 Agular(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.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Guillermo Bernal M. Karen Bermudez M.  
 **Scrum Master Product Owner**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Luis Ortiz H. Hugo Wong P.  
 **Developer Developer**