**Used car sales website / Matchmaking System**

**Online Team Scrum Meeting in week 3**
**Meeting No: 4**

**MEETING DETAILS**

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|---|---|
| **DATE:** | 1/08/2018 |
| **TIME:** | 18:00 - 18:30 |
| **VENUE:** | Online meeting via Slack |
| **ATTENDEES:** | Xin Xie |
| | Moonyoung Jung |
| | Matthew Hezel |
| | Jimin Ahn |

# AGENDA

1. **Check the progress of individual tasks:**
   - Matt: Working on Gantt chart (continued), working on project charter documentation.
   - Jimin: Almost finished project charter documentation, working on WBS and PBI. (continued)
   - Xin: Working on project charter documentation(continued), WBS
   - Moon: Working on project charter(continued), set up Cloud9 group environment.
2. **Any problems/suggestions on tasks:**
   - Matt: need to get the groups opinion before putting the dates in WBS. also need to know if the order is correct and not missing.
   - Jimin: Need groups opinions on WBS.
   - Xin: none
   - Moon: none
3. **Individual tasks for this week:**
   - Matt: Finalise Gantt chart/WBS and project charter documentation.
   - Jimin: Finalise WBS, project charter and PBI.
   - Xin: Finalise WBS and project charter.
   - Moon: Finalise project charter and summarise the meeting minutes.

4. **The Things what we have to ask Client and Supervisor.**
   - Do we have to make separate documentation for User Stories?
   - Do we have to share our Slack channel as well?