# Project CASA: Meeting Minutes

**Date:** 3.3.2017

**Location:** KN:E-126

**Present:** Yevgeniya Chekh, Jan Kohout, David Löffler, Kryštof Sýkora, Marek Szeles,   
Ho Minh Thanh, Miroslav Rudišin

**Absent:** -

**Recorded by:** xxx

## Overview

Xxx

## Current Team Roles Assignment

|  |  |
| --- | --- |
| **Team Role** | **Name** |
| Project Lead | Marek Szeles |
| Analyst | Ho Minh Thanh |
| Head of Development | David Löffler |
| Head of Testing | Kryštof Sýkora |
| Developer | Yevgeniya Chekh |
| Developer | Miroslav Rudišin |
| Tester | Jan Kohout |

## Agenda

|  |  |
| --- | --- |
| **ID** | **Topic** |
| 1 | Xxx |
| 2 | Xxx |
| 3 | Xxx |

## Minutes

|  |  |  |
| --- | --- | --- |
| **ID** | **Minutes** | **Classification** |
| 1 |  | Information |
| 2 |  | Information |
| 3 |  | Information |
|  |  |  |

## Task progress from previous meetings

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ID** | **Task name** | **Status** | **Responsible** | **Due date** |
| x.1 |  | Completed |  |  |
| x.2 |  | Completed |  |  |
| x.3 |  | Completed |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

## Task list due to next meeting

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ID** | **Task name** | **Status** | **Responsible** | **Due date** |
| x.x |  | In Progress |  |  |
| x.x |  | New |  |  |
| x.x |  | New |  |  |
| x.x |  | New |  |  |

## Goals for next meeting

* xxx

## Team member points distribution

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Task name** | **Due date** | **Status** | **Points** |
|  |  |  | Completed | 5pts |
|  |  |  | Completed | 5pts |
|  |  |  | Completed | 5pts |
|  |  |  | Completed | 5pts |