**THURS-10.30-3**

**Meeting Minutes**

**Semiweekly Scrum Meeting**

**Meeting No: 16**

|  |  |
| --- | --- |
| **Date:** | 23rd September 2020 |
| **Time:** | 11:30am |
| **Venue:** | MS Teams |
| **Attendees:** | SangYeon Lee |
|  | Mitchell Gust |
|  | David Brown |
|  |  |
| **Apologies:** |  |
| **Copy To:** | Sachin Pathiyan Cherumanal |

**Agenda**

1. **Role Assignments**

**Product Owner**: David

=> Decide what user stories will put the in the sprint

=> Communicate with the client

=> Manage product backlog & sprint backlog

=> **Task Focus -** Unit Test + BackEnd

**Scrum Master**: Mitchell

=> Lead sprint planning, retrospective, daily meetings

=> Keep everyone in check

=> **Task Focus -** FrontEnd + Documentation

**Dev Team**: Sam

=> Manage Trello board

=> **Task Focus -** BackEnd + FrontEnd

1. **Sprint Planning**

**Sprint Duration:** 9 Days (Oct 5-14)

=> Understanding Milestone 3 Requirements

=> Starts on the 5th October?

=> **Ask Tutor tomorrow**

=> “BONUS +10% for use of the Configuration Management tool of

Kubernetes.” - M3 Process and Tools Rubric

1. **Discuss Upcoming Events**

=> Team Project Demo

=> Demonstrate all relevant functionality

=> Discuss Status of Implementation

=> Part of the mark is given to how we can sell the product as value

to the business

=> Promote the idea of ‘hiding’ negatives and focusing on outcome

=> **It is NOT expected that all functionality is implemented**

=> Team Scrum Meeting in Tutorial Next Week (1st October)

=> “He will inform you on meeting-type at the commencement of the

meeting”

1. **Set Next Meeting Goal (27th September)**

=> Grasp understanding of new environment

**Issues**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Issue** | **Discussion** | **Action** | **Member** |
| **1** | Milestone 2 Start Date | Whether the start date is wrong | Discuss Milestone 2 Dates with Tutor on **24th September** | Mitchell Gust |
| **2** |  |  |  |  |
| **3** |  |  |  |  |