**SUNDAY-11:30-12:00**

**Meeting Minutes**

**Semiweekly Scrum Meeting**

**Meeting No: 20**

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| --- | --- |
| **Date:** | 11th October 2020 |
| **Time:** | 11:30-12:00 |
| **Venue:** | MS Teams |
| **Attendees:** | SangYeon Lee |
|  | Mitchell Gust |
|  | David Brown |
|  |  |
| **Apologies:** |  |
| **Copy To:** | Sachin Pathiyan Cherumanal |

**Agenda**

* **Discuss Tasks Needed to Complete Milestone 3 Submission**
* **Task Assignments**

**Product Owner**: David

=> Overview of GitFlow Organisation and Commits

=> Documentation of Acceptance Test Cases

=> Evidence of Test Execution

**Scrum Master**: Mitchell

=> Product Value Statement

=> Description of Scrum Process

=> Presentation Slide Show

**Dev Team**: Sam

=> System Architecture Figure

=> Diagram of Deployment Pipeline Setup

**Issues**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Issue** | **Discussion** | **Action** | **Member** |
| **1** |  |  |  |  |
| **2** |  |  |  |  |
| **3** |  |  |  |  |