

5/8 Meeting Minutes

Attendees: Shreya, Anthony, Catherine, Jeremy, Stephanie

Absent: None

Date: 5/08/20

Agenda Items

1. Finish Scrum Poker to decide effort
2. Remove 'current sprint' card and add 'sprint backlog' card in trello
3. Put user stories on Trello
4. Add Sachin to Team channel
5. Complete Sprint planning, product backlog and sprint backlog for next week
6. Complete acceptance tests for next week
7. Discuss Scrum meeting for next week - What you've done, what you plan to do

Discussion Summary

- Before next meeting, everyone should add their user stories to the product backlog of the Trello board, and assign a priority and definition of done to each user story on the Product Backlog Google Sheets
- Write acceptance tests for Week 4 Progress Marks
- Everyone should write their justification for a story point on the sprint planning sheet
- Stephanie to email Sachin about acceptance tests and owner column of product backlog
- Next meeting Saturday 6:00pm