Group 1- Scrum Process Management

**MINUTES OF MEETING**

**Date: 12-12-2022**

**Agenda**

* Discuss queries on project
* DFD Design overview
* Documentation overview
* MOM sheet overview

**Action:**

|  |  |  |
| --- | --- | --- |
| **Action Item** | **Responsibility** | **Planned Finish Date** |
| **Coding** | Sakshi Pawar  Rohit Kumar  Maya Chavan  Shriya Pawar  Vahida Khatib  Smita Jagtap | **11-12-2022** |
| **PPT (presentation)** | Sakshi Pawar  Rohit Kumar  Maya Chavan  Shriya Pawar  Vahida Khatib  Smita Jagtap | **12-12-2022** |
| **DFD (Data Flow Diagram)** | Shriya Pawar | **08-12-2022** |
| **Flow Chart** | Smita Jagtap  Maya Chavan | **08-12-2022** |
| **MOM sheet** | Sakshi Pawar | **12-12-2022** |