**Meeting # 2**

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| # | Group mEMBERS | **PRESENT?** |
| 1 | Muhammad usman | Yes |
| 2 | MUZAMMIL ABDULLAH | yES |
| 3 | UMER ZEB KHAN | YES |
| 4 | UMAR FAROOQ | yes |
| 5 | mUHAMMAD ADNAN | YES |
| 6 | AKHTAR ZAMAN | yes |
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| TIME OF MEETING | 1:00 pm |
| Meeting Date | 24-01-2018 |
| dURATION (in mins) | 30 |
| location | Parking Area |

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| summary of Discussion |
| The main objective of this meeting was to define the basic scope for the project, write a proposal and to elect our 1st ever scrum Master. Muzammil Abdullah was given the first time honor of being the Scrum Master. |

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| Action items to be executed | Person responsible |
| Proposal | Umer Zeb Khan |
| Meeting Minutes | Akhtar Zaman |
| Scope | Muzammil Abdullah |