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| Meeeting Records Team F | | |
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| Location: | Voice Conference and Chat room of Discord |  |
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# Meeting One

Date: May 28, 2020  
Time: 10:00AM

Agenda Items

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| **N** | Time | **Topic** | **Main speaker** |
| 1 | 10:00AM – 10:10AM | Who is the scrum master? | All members. |
| 2 | 10:10AM – 10:45AM | Which prototype to use? | All members. |
| 3 | 10:45AM – 11:30AM | Allocate Tasks. | Scrum Master. |

## Additional information

**ScrumMaster must appoint the following tasks to team members:**

* Decide and implement source control.
* Project Management
* Create Testing Plan.
* Analysis Report
* Multiplatform Report.

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| Meeeting Records  Team F | | |
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| Location: | Voice Conference and Chat room of Discord |  |
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Meeting Minutes

Start: meeting started by scrum master at 10:00AM

Attendance: All members were present.

First meeting taken place, this meeting involved selecting our sprint one scrum master and sharing our prototypes to conclude which will be the best to suit the trend of client requirements.

Team Member Cheng Liang’s prototype “MovieTheater” was selected based on its superior readability, as such he will be leading the first sprint as appointed Scrum Master.

The following table displays what tasks are assigned to team members for the first sprint.

|  |  |  |  |
| --- | --- | --- | --- |
| Team Member | Cheng (scrum master) | John | Mario |
| Task | * Test Plan | * Source Control * Project Management * Analysis Report | * Meetings Minute Taker * Multi-Platform Report |

**Summary:**  
The agenda for the second meeting has been prepared, the purpose of next meeting will be to collate and review the tasks accomplished and prepare for presentation.

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| Meeeting Records  Team F | | |
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| Location: | Voice Conference and Chat room of Discord |  |
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# Meeting Two

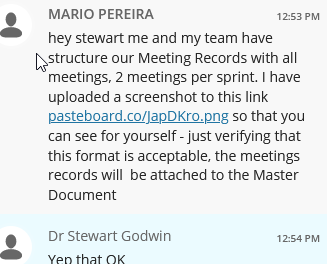
Date: June 02 2020  
Time: 2:00PM

Agenda Items

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| **N** | Time | **Topic** | **Main speaker** |
| 1 | 2pm – 2:15pm | Check everything is complete. | All members. |
| 2 | 2:15pm – 3pm | Review each task. | All members, one by one. |
| 3 | 3pm – 4pm | Prepare presentation. | Scrum Master. |

## Additional information

After Last meeting client was engaged regarding sprint one requirements and the tasks assigned as illustrated by our first meeting’s notes.



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| Meeeting Records  Team F | | |
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| Location: | Voice Conference and Chat room of Discord |  |
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Meeting Minutes

Start: meeting started by scrum master at time

All members present.

Cheng presented Testing Plan, John presented Analysis Report, Mario presented Multi-Platform Report.

Team has reviewed each other’s documents; minor modifications have been implemented for uniformizing into the Master Document.  
  
Source Snapshot Taken and included in Master Document.  
  
Master Document has been updated by John including all relevant elements of Sprint One.

Presentation prepared by Cheng for June 04, Thursday.

Next meeting Agenda initiated.

**Summary:**  
The agenda for the third meeting has been initiated, the purpose of next meeting will be to retrieve and clarify with client and team the requirements for Sprint Two and redefine the that agenda as the meeting progresses.

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| Meeeting Records  Team F | | |
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# Meeting Three

Date: June 04 2020  
Time: 9:00AM

Agenda Items

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| --- | --- | --- | --- |
| **N** | Time | **Topic** | **Main speaker** |
| 1 | 9:00AM | Meeting with client, sprint one presentation. | Scrum Master (CHEN) |
| 2 | 9:30AM | Clarify Sprint two Requirements | All members + Client. |
| 3 | 9:45AM | Appoint the next Scrum Master | All members. |
| 4 | 10:00AM | Scrum master allocates tasks | Scrum Master. (MARIO) |

## Additional information

Agenda has been revised during the meeting.

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| Meeeting Records  Team F | | |
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| Location: | Voice Conference and Chat room of Discord |  |
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Meeting Minutes

Start: All members present meeting started.

Sprint Two requirements have been provided by the client, our team has had time to read, understand and communicate the functionality and design for implementing a two-option newsletter with an admin approved removal method.  
  
Mario has been appointed Scrum Master for this Sprint.  
  
This week’s task Allocation:

* Chen will be implementing the membership page with newsletter functionality; he will also be updating the software testing plan to cover this.
* John will be composing the Software Review Plan as well as updating our project management as it progresses.
* Mario will be responsible for creating a performance report, updating source control and presenting Sprint two to the client.

**Summary:** Sprint Two will cover the implementation of a membership page which allows the client to pass newsletters to their visitors, all members have been appointed roles and are happy to proceed. Next meeting adjourned for Tuesday 09 June, where all elements will be reviewed and modified as appropriate for presentation with client.

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| Meeeting Records  Team F | | |
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| Location: | Voice Conference and Chat room of Discord |  |
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# Meeting Four

Date: June 11 2020  
Time: 9:00AM

Agenda Items

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| --- | --- | --- | --- |
| **N** | Time | **Topic** | **Main speaker** |
| 1 | 9:00AM | Meeting with client, sprint two presentation. | Scrum Master (MARIO) |
| 2 | 9:30AM | Clarify Sprint three Requirements | All members + Client. |
| 3 | 9:45AM | Appoint the next Scrum Master | All members. |
| 4 | 10:00AM | Scrum master allocates tasks | Scrum Master. ( |

## Additional information

Agenda will be revised during the meeting.

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| Meeeting Records  Team F | | |
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| Location: | Voice Conference and Chat room of Discord |  |
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Meeting Minutes

Start: All members present meeting started; Mario presented to client, client seems satisfied but notes that we require admin page, this is to be implemented by the end of sprint three.

Sprint Three requirements have been provided by the client, our team has asked questions during the second Sprint presentation regarding the Third Sprint, these questions included:

* Admin only login portal / backend necessary? – yes.
* User sign up require encryption methods? – no.
* User unsubscribe functionality automated or still admin? – admin

John has been appointed Scrum Master for this Sprint.  
  
This week’s task Allocation: to be allocated during meeting by Scrum Master.

**Summary:** Sprint Three has begun this meeting is still in progress via Discord.