**Team BRAINIAC Minutes of Meeting - 13/06/24**

**Title:** Introductory Section with 11 Team Members  
**Start Time:** 8:07 PM  
**End Time:** 10:30 PM

**1. Opening Remarks**

* The meeting commenced with the Team Lead's opening remarks.
* The Team Lead invited all members to introduce themselves and their designations.

**2. Overview by Scrum Master**

* SM Josephine participated enthusiastically and explained the work ahead, urging TEAM BRAINIAC to brace up for an exciting internship.
* She emphasized the importance of recording meetings and uploading them to Google Drive for accessible storage.

**3. Project Management Tool**

* The team will use JIRA as the project management tool.
* Members are expected to save all information on JIRA, particularly because the free version will be used, to avoid data loss.

**4. Team Dynamics and Working Agreement**

* The Team Dynamics Working Agreement should be uploaded in Confluence.
* All team members should be aware of:
  + Roles and responsibilities
  + Daily Standup time and duration
  + Team's Definition of Ready
  + Team's Definition of Done

**5. Time Zone Considerations**

* Due to time zone differences, it was challenging for all team members to attend meetings. Therefore, a WhatsApp poll was used to gather team members' preferred times. The most commonly selected time was then adopted.

**6. Responsibilities of Scrum Masters**

* Scrum Masters should be prepared to facilitate Scrum events and interpret velocity, burn-up, and burn-down charts in JIRA.
* They should collect everyone's email addresses, set up JIRA, and invite team members.

**7. Role of Business Analysts**

* Business Analysts (BAs) will hold meetings with stakeholders for requirement gathering.
* BAs requested the invitation of a BA facilitator to the next meeting.

**8. General Agreement**

* All present members of Team BRAINIAC present agreed to submit their full names, email addresses, and roles.

**9. Adjournment**

* The meeting was adjourned, and the next meeting was scheduled for 10:00 PM on Friday.

**Prepared by:** [Charity Mike-Nwobodo]  
**Date Prepared:** 13/06/24

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