

OAC Group C
Scrum Meeting Minutes
September 26, 1 pm, UBCO Campus

Present:

Karlen Speiser - Tech Lead
Cam Wilson - Project / Scrum Manager
Aiden Murphy - QA Manager
Zach Prenovost - Client Liaison

Project

Worked on last week:

- Team Exercise
- First Client meeting and notes
- Team Working Agreement

Blockers/ Surprises:

N/A

Plan:

1. Create Requirements MD and upload to Github (Karlen)
2. In Requirements.md write high level software description, and target user group (All)
3. DFD meeting to discuss and plan DFD
4. Create Data Flow Diagrams and upload to Github (All)
5. Create Milestone MD file and upload to Github (Aiden)
6. Updating backlog with issues & tasks (Cam / All)
7. Upload Meeting Minutes for team and client meetings (Zach / Karlen)