Group-2

Scrum Process Mangement

**MINUTES OF MEETING**

**Start Date:6/12/2022**

**End Date :12/12/2022**

* Software System Specification
* Design
* Code and Implementation
* Testing

**Action:**

|  |  |  |
| --- | --- | --- |
| **Action Item** | **Responsibility** | **Planned Finished Date** |
| **Software System Specification** | **Group 2** | **6/12/2022** |
| **Design** | **Group 2** | **6/12/2022** |
| **Code and Implementation** | **Group 2** | **10/12/2022** |
| **Testing** | **Group 2** | **12/12/2022** |

**[Note:**

**Let each action item be mapped to 1 person only**

**Each action item status should be checked in next meeting and hence will be part of next meeting agenda]**