# **MEETING AGENDA**

| **Meeting/Project Name:** | Question service | | |
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| **Date of Meeting:** (MM/DD/YYYY) | 09.10.14 | **Time:** | 16-30 |
| **Meeting Facilitator:** | Kamenieva I.V. | **Location:** | Offline (KNURE) |

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| 1. Meeting Objective |
| Approve estimated Backlog. Approve first sprint goals. Plan the first sprint. Subdivide tasks between all team member. |

| 2. Attendees | | | |
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| **Name** | **Department/Division** | **E-mail** | **Phone** |
| Irirna Kameneva (Product owner) |  | irina.kameneva@gmail.com | 0952087879 |
| Sergey Kohanov (Scrum master) |  | skiv.best@gmail.com | 0933724946 |
| Valerii Tkachev |  | valerkotkachov@gmail.com | 0686086515 |
| Dmitrii Eremenko |  | eremenk.dima@gmail.com | 0934236971 |
| Daubur Kirill |  | daubur@gmail.com | 0972992939 |
| Igor Golubchikov |  | Igor.golubchikov@gmail.com | 0677534636 |
| Eugenii Danilenko |  | tyzdan@gmail.com | 0502379527 |
| Alexander Kiparenko |  | vipzonauaa@gmail.com | 0634192148 |
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| 3. Meeting Agenda | | |
| **Topic** | **Owner** | **Time** |
| Demo of final version of application | Kameneva | 16-30 |
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| 4. Pre-work/Preparation (documents/handouts to bring, reading material, etc.) | |
| **Description** | **Prepared by** |
| Estimate Sprint Backlog of 4 Sprint | Eremenko, Daubur, Tkachev, Golubchikov, Danilenko, Kiparenko, Kohanov |
| Burndown Chat Diagram of 4 Sprint | Kohanov |
| Velocity of team for all sprints | Kohanov |
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