**Project Meeting Guidelines**

The following are a set of guidelines that a required for each meeting you hold, whether it be with your customers or with your group members.

1. All meetings must have predefined agenda. This should have the intended date of the meeting and all topics to be discussed.
2. Each meeting must be recorded. Recording must be stored for the entirety of the course and made available to me upon request.
3. There should be an official note taker for each meeting. This person is responsible to filling out the attached template of the Meeting Minutes. The meeting minutes should be added to your repository of documents no more than 2 days after the meeting was completed. The facilitator of the meeting will either be the project manager or the person in charge of that specific sprint/goal; they should not be the note taker.
4. Some meetings will require business attire, specifically presentations to your customer.
5. I will request to present in at least 2 -3 of your customer meetings throughout the semester.
6. You should hold official weekly meetings with your team for status update purposes.

|  |  |
| --- | --- |
| Team Meeting | 2/4/20248:30GroupMe Zoom |

|  |  |  |  |
| --- | --- | --- | --- |
| 2/Meeting called by: | Scrum Master | Type of meeting: | Enter meeting type here |
| Facilitator: | Enter meeting facilitator here | Note taker: | Terrelle Thomas |
| Timekeeper: | Enter meeting timekeeper here |  |  |

|  |  |
| --- | --- |
| Attendees: | Terrelle Thomas, Zahir Cooper, Ennis, Xavier Widly, Jamal |
| Please read: | None |
| Please bring: | Figma |

# Minutes

|  |  |  |  |
| --- | --- | --- | --- |
| Agenda item: | GamTrack Style Guides | Presenter: | Terrelle Thomas |

#### Discussion:

The group discussed the style guide of GamTrack, and we discussed how we wanted the format and style of the application to be.

#### Conclusions:

We were able to figure out, format, and style the application in the style we wanted the application to look like and how it should run.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Enter action items here | Enter person responsible here | Enter deadline here |
| * Enter action items here | Enter person responsible here | Enter deadline here |
| * Enter action items here | Enter person responsible here | Enter deadline here |

|  |  |  |  |
| --- | --- | --- | --- |
| Agenda item: | Presentation For Thursday | Presenter: | Scrum Master |

#### Discussion:

The scrum master showed a pre-view of the presentation that will be shown to the class on Thursday.

#### Conclusions:

A pre-view of the presentation was showed.

| Action items | Person responsible | Deadline |
| --- | --- | --- |
| * Enter action items here | Enter person responsible here | Enter deadline here |
| * Enter action items here | Enter person responsible here | Enter deadline here |
| * Enter action items here | Enter person responsible here | Enter deadline here |

# Other Information

#### Observers:

Enter observers here.

#### Resources:

Enter resources here.

#### Special notes:

Enter any special notes here.