**Meeting Agenda**

Scrum Meeting 9

24 April 2024

Teams Online

PM - Thomas

1. **Review previous sprint work.**

* Review completed issues, reassign any incomplete tasks.
* Questions about the sprint.

1. **Team Roles and Responsibilities**

* FAR:
  + Feasibility Study
* FAR Design:
  + UI Design
  + Database Specifications
  + Requirements
  + Design Goals
* Finish all other tasks

1. **Project Timeline and Initial Milestones**

* Discuss key milestones.

1. **Actions**

* **C**onfirm Next Meeting and make everyone aware.