**Scrum Meeting Minutes -- 1**

**Date:** March.24, 2017

**Time:** 10:30-11:00

**Location:** NSCC\_IT Room\_D313

**Purpose:** The purpose of this meeting is to communicate Start-up of Final project

**Attendees**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **✓** | **Contact** | **Capacity** |
| Yan Liu | **✓** | [w0122904@nscc.ca](mailto:w0122904@nscc.ca) | NSCC-IT campus |
| Paddy Vaughan | **✓** | [w0277831@nscc.ca](mailto:w0277831@nscc.ca) | NSCC-IT campus |
| Minsu Lee | **✓** | [w0293156@nscc.ca](mailto:w0293156@nscc.ca) | NSCC-IT campus |

**Agenda**

1. Meeting every week at first class of RIA for 20 min.
2. Everyone Participate or email if absent.
3. Discuss and share on GitHub.

**Discussion**

1. The Rich Internet Applications final project requirements.
2. The topic we may interest in.
3. Design Wireframe and write document.

**Action Items**

| **Item** | **Action Item** | **Date Added** | **Assigned To** | **Date Due** | **Status** |
| --- | --- | --- | --- | --- | --- |
| 1-01 | Create proposal format template | March 24 | Minsu | March 27 | Closed |
| 1-02 | Create GitHub team account to share | March 25 | Yan | March 26 | Closed |
| 1-02 | Create Journey template (scrum minutes) | March 24 | Yan | March 27 | Closed |
| 2-01 | Set up bootstrap and template on repository | March 26 | Minsu | March 29 | Closed |
| 2-02 | Background document and Wireframe | March 25 | Minsu, Paddy | March 27 | Closed |
| 2-03 | Final document and proposal finalize | March 27 | Paddy | March 29 | Closed |