**Scrum Meeting Minutes -- 2**

**Date:** March.28, 2017

**Time:** 11:50-12:05

**Location:** NSCC\_IT Room\_D315

**Purpose:** Finalize the proposal content and prepare for submit

**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. Proposal content, and template
2. Documentation of background, objectives and scopes
3. Wireframe discussion and decision.

**Action Items**

| **Item** | **Action Item** | **Date Added** | **Assigned To** | **Date Due** | **Status** |
| --- | --- | --- | --- | --- | --- |
| 1-01 | Create Journey template (scrum minutes) | March 24 | Yan | March 27 | Closed |
| 2-01 | Search document and collect Idea | March 24 | Paddy, Yan, Minsu | March 27 | Closed |
| 2-02 | Background document and Wireframe | March 25 | Paddy, Minsu | March 27 | Closed |
| 2-03 | Final document and proposal finalize | March 27 | Paddy | March 28 | Closed |