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| **Meeting Date :** | 13-08-2015 | **Meeting Time :** | 12:00 PM to 02 PM |
| **Meeting Attendees :** | Irene, V, Clay, Kaii, Lulu, Likai, Shawn, Miranda | **Meeting Location :** | Engineering Building-Students Area |
| **Minutes Taken by:** | Vasanth Boraiyan(V) | **Next Meeting Date & Location:** | 14-08-2015  11:00, at Engineering Building-Students Area |

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| **S.No.** | **Meeting Notes:** |
| 1 | Project plant contents will have Technical spikes and User stories made to Project Backlog. |
| 2 | Architectural Spike: Automatically browser will adjust to its media in which it is used (e.g. Computer Screen, Mobile, Tablet). Prototype model will be developed on or before 20-08-215. |
| 3 | Project Allocation:   * 1. Project Overview - Miranda   2. Project Approach - Kaii   3. Project Practices - VEL Team (Done in meeting)   4. Project Artefacts - VEL Team (Done in meeting)   2.1 Product Backlog - Vasanth  2.2 Sprint Backlog - Shawn and Lulu  3.1 Client Meeting Plan - Vasanth  3.2 Team Meeting Plan - Kaii  3.3 Project Development Plan - Clay  3.4 Risk Management Plan - Kaii  3.5 Change Management Plan - Vasanth  4.1 Plan Management Tool - Likai  4.2 Source Management Tool - Irene |
| 4 | Product owner photo to be procured by- V |
| 5 | Project Plan presentation Topics and the responsible persons:   1. VEL Team Introduction – Lulu 2. Product Owner – Irene 3. Project Goal & Major Capability - Miranda 4. Product Backlog – V 5. Project Development Plan – Clay 6. Scrum PM Tool – Kaii 7. One User Story – Shawn 8. Risk and Mitigation - Likai |

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| **S.No.** | **Action Items:** | **Assigned To:** | **Due Date:** |