**Meeting:** Daily Scrum 4  
**Time:** 4.11.2013 13:10 – 13:25  
**Place:** HAAGA-HELIA room 4014

**Attendees:** Alex Shkunov Dev team (13:10 – 13:25)  
Daniel Freitas Dev team (13:10 – 13:25)  
Antti Marsio Dev team (13:10 – 13:25)  
Topi Asikainen Dev team ABSENT  
Ksenia Aksenova Dev team (13:10 – 13:25)

**Purpose for the meeting:**   
The Daily Scrums are held in the morning as they help set the context for the starting day's work.   
The impediment backlog is maintained by the Scrum Master.  
Time box for the meeting is max 15 minute, roughly max 2 minutes per member.

1. **Purpose for the meeting (1 minute)**

A development Team Member or Scrum Master explains shortly the purpose for the meeting.

1. **Sprint burn down chart (1 minute)**

A development Team Member or Scrum Master informed about the Sprint burn down chart.

1. **The whole team**

What have done since yesterday: Solid preparation with documentation

Completed tasks: Documentation, UI Design basics

What will do today: Database, UI Design

New tasks to do: Database

Possible impediments: One member of the team is absent

1. **Ending the meeting**

The meeting ended at 13:25