**Meeting:** Daily Scrum 4  
**Time:** 13.11.2013 12:30 – 12:35  
**Place:** HAAGA-HELIA room 4014

**Attendees:** Alex Shkunov Dev team (12:30 – 12:35)  
Daniel Freitas Dev team (12:30 – 12:35)  
Antti Marsio Dev team (12:30 – 12:35)  
Topi Asikainen Dev team (12:30 – 12:35)  
Ksenia Aksenova Dev team ABSENT

**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: Front-end improvements, further back-end devs

Completed tasks: Customer Answer page, layout improvements

What will do today: Further work on Back-end and Front-end

New tasks to do: Customer Answer page Advanced, Customer Survey Student side

Possible impediments: most of the team members didn’t come yesterday, seems like two of us left to finish the project

1. **Ending the meeting**

The meeting ended at 12:35