***Scrum Master – Callie Lewis***

Sprint planning 20th January 2022 – Creating User stories and Rules

Attendees

1. Haleem
2. Connor
3. Lin
4. Callie
5. Abdiwahab
6. Jan – online

Meeting 1 - 21st January – creating DOD and Questions

Attendees

1. Haleem
2. Callie
3. Lin – Online
4. Abdiwahab

Apologies

1. Connor
2. Jan

Client meeting and pre-meeting 26th January

We asked questions and allocated the tasks to ourselves

Attendees

1. Haleem
2. Connor
3. Lin
4. Callie
5. Abdiwahab

Apologies

1. Jan

2nd February – Progress Check and meeting

Attendees

1. Haleem
2. Connor
3. Callie
4. Abdiwahab

Apologies

1. Jan
2. Lin

I organised a meeting for 8th February and passed on my role as Scrum master