**Project SCRAPBook - Scrum Minutes 02/10/2021**

**10:40 AM – 10:50 AM**

**Attendees: Adam Hemeon, Brady Getson, Jayden Morehouse, Kieran London, Craysyn Trottier**

**Not Present:** N/A

**1) What have you accomplished since the last meeting?**

**Adam** – Did a work breakdown structure, broke down all work for the project into components to set up milestones and tasks. Completed most of the project charter.

**Brady** – Did a work breakdown structure, broke down all work for the project into components to set up milestones and tasks. Completed most of the project charter.

**Jayden** – Did a work breakdown structure, broke down all work for the project into components to set up milestones and tasks. Completed most of the project charter.

**Kieran** – Did a work breakdown structure, broke down all work for the project into components to set up milestones and tasks. Completed most of the project charter.

**Craysyn** – Did a work breakdown structure, broke down all work for the project into components to set up milestones and tasks. Completed most of the project charter.

**2) Did you encounter any issues or impediments to your tasks?**

**Adam** – No major issues or impediments.

**Brady** – No major issues or impediments.

**Jayden** – No major issues or impediments.

**Kieran** – No major issues or impediments.

**Craysyn** – No major issues or impediments.

**3) What do you plan to accomplish before the next meeting?**

**Adam** – Design a flowchart diagram for the work breakdown structure. Maybe start work on an Agile project plan template. Go over the work breakdown structure with the team.

**Brady** – Fill out the statement of work with Kieran. Go over the work breakdown structure with the team.

**Jayden** – Complete the communication plan. Go over the work breakdown structure with the team.

**Kieran** – Fill out the statement of work with Brady. Go over the work breakdown structure with the team.

**Craysyn** – Plan and present a coding best practices policy for the team to follow. Go over the work breakdown structure with the team.