

Scrum - Meeting Minutes

Weekly Meeting with team

Meeting No: Sprint 1 Scrum 1

Meeting Details

Date:	03/08/2019
Venue:	RMIT 10.7
Attendees:	Jeremy Bereszkowski Ye Wyn Daniel Ho Adrian Teoh
Apologies:	N/A

Information / Decisions

No.	Item
1	Complete product backlogs for Sprint 1
2	Complete user stories for Sprint 1
3	Confirm roles/responsibilities of team members

Action Items

No.	Item	Who	By
1	Check work progress	All	Next Meeting