**Meeting 1**

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| November 6, 2014 | Time: 13:00-14:00 |  |

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| Meeting called by | Martina Šestak |
| Type of meeting | Product backlog refinement meeting |
| Attendees | Viktor Lazar, Martina Šestak, Goran Vodomin, Matej Vuković |

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|  | topic: **what should our product backlog items be?** |  |

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| Discussion | We needed to discuss our entire application and the way it’s going to communicate with the Web server. Product owner Matej Vuković had a meeting with our mentor in Graz, so he explained to the rest of the team what are the expectations and functionalities we have to implement. After that, he used Team Foundation Server (our chosen SCRUM planning tool) to put together a few product backlog items which we have to implement in our application. |
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| Conclusions | Scrum master (Martina Šestak) will use product backlog to define sprints and specific tasks for each product backlog item, after that every team member will be assigned to implement each task. |
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**Meeting 2**

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| November 7, 2014 | Time: 12:00-12:30 |  |

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| Meeting called by | Martina Šestak |
| Type of meeting | Sprint planing meeting |
| Attendees | Viktor Lazar, Martina Šestak, Goran Vodomin, Matej Vuković |

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|  | topic: **wHICH PRODUCT BACKLOG ITEMS CAN BE DONE IN FIRST SPRINT?** |  |

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| Discussion | With our Product Backlog defined we needed to analyze what every PBI consists of (define tasks). Scrum master assigned each task to a team member, and we decided which tasks will be done in Phase 1 sprint. |
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| Conclusions | We decided to put 3 Product Backlog Items in Phase 1 sprint, which will start on 7th November and finish on 14th November. Team member responsible for Login PBI is Goran Vodomin, for View points and status is Matej Vuković, and for Create project documentation is Martina Šestak. |
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