| Accent icon | Meeting Minutes |
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# Call to order

A sprint planning meeting of **Scrum project** was held at **google-meet** on **14/10/2020.**

# Attendees

Attendees included **Ali Reza Mohammadi as the product owner, and myself Humaira Farewar as scrum master of the project. (The meeting was between scrum master and the product owner)**

# Members not in attendance

Members not in attendance included **Sediqa Safa, Zahra Karimi, Abdul Matloob Ahmad, and Shahim Nadery as members of development team.**

# Reports

In this meeting I (the scrum master) and the Ali-reza (the product owner) planned and discussed the 2nd sprint backlog for the scrum project. The product owner set the deadline for the project on 20th Oct and I divided the tasks for the development team and set estimated deadlines for each task. More information about the task are in the 2nd sprint backlog.

# Unfinished business

none

# New business

2nd sprint backlog

# Link of google-meet video

https://drive.google.com/file/d/1D\_1AoRx3P0AfGAYjn9QeEo31nP1pF\_KV/view?usp=sharing

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