**Scrum counselling summary**

*Meeting start at 11:55.*For the next sprint we should schedule the scrum counselling meeting earlier.

During a project there might be some deviation from the scrum process. This is normal, but should be noted and used to evaluate the process. We have had some deviations and will consider them in the sprint review.

During the project there probably will be personal conflicts. These should be handled appropriately and noted in the report.

It’s important to divide everything into smaller tasks. We think we have accomplished that so far.

We should find out what each other’s strengths and weaknesses are to be able to assign tasks to the right person. Make sure that the work load is evenly distributed. Everyone shall contribute.

We should report tasks that doesn’t get done when they should be done. This might be because of a personal error or a technical issue.

We should submit all kinds of documentation we find relevant.

We should consider making a risk assessment. What could go wrong? What is the risk of this happening? How do we avoid it? What do we do when the problem occurs?

*Meeting end at 12:05.*