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| SECOND meeting **Agenda** | | |
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| Location: | On-Line Group Call via Facebook Messenger |  |
| Date: | October 2, 2020 |  |
| Time: | **10:00 PM** |  |
| Facilitator(s): | Mashall Adeel and Baheshta Abed |  |

# Attendees:

Sayed Manshour Sadat, Masuoma Tajik and Mahdi Alizada.

**Meeting Purpose:**

In accordance to the previous meeting, this meeting was to clarify the exact roles and responsibilities of all the members of the Scrum Project.

**Below are the responsibilities of the different members of the team:**

1. **Product Owner:**

* Will identify and convey the product features, putting them into the Product Backlog and;
* continually re-prioritizing and refining the list throughout the Sprints and;
* deciding which should be at the top of the list for the next Sprint;
* Will decide the release date and the contents of the Product;
* Will either accept or reject product backlog item and give feedback accordingly.

1. **Scrum Master:**

* Will schedule and facilitate meetings when necessary and record and document them accordingly;
* Will keep the Sprint Planners, Daily Scrums and Burnout charts up to date;
* Will encourage self-organization from the team;
* Will enable close cooperation across roles and functions;
* Will address and resolve resource issues.

1. **Development Team:**

* Will build the product that the Product Owner indicates;
* Will include all the expertise necessary to deliver the potentially shippable product each in Sprint;
* Will decide how many items to build in a Sprint, and how best to accomplish that goal.

The Development Team is a cross functional, small and self-organizing team which owns the collective responsibility of developing, testing and releasing the Product increment; and because all the decisions of this team are taken collectively, they will not appoint a team lead.