**Meeting Minutes**

**Date:** 9/9/2021

**Attendees:** Brody Honey, Rishon Jacobs

**Team Name:** C-Flat

**Time:** 9.00 am

**Location:** Room 10F83, South Metro TAFE

**Agenda**

1. **Assign Roles** – Brody Honey assigned as scrum master, Rishon Jacobs assigned to team member.
2. **Discussion** – Client Requirements and program requirements. Identified key functional elements. B.H. to set up GitHub project and add R.J.
3. **Tasks –** Both attendees to start work on assessment questions.
4. **Scrum board -** B.H. to begin scrum board documentation.

**Actions**

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| **Item** | **Owner** | **Deadline** | **Status** |
| 1. Assign roles | B.H, R.J. | 15/9/2021 | Complete |
| 1. Discussion | B.H, R.J. | 9/9/2021 | Complete |
| 1. Tasks | B.H, R.J. | 22/9/2021 | In progress |
| 1. Scrum board | B.H. | 22/9/2021 | In progress |