Checklist for Team Leader

# Team Leader: John Nguyen

1. For any meeting, update meeting minutes. Will be submitted at the end of sprint.
2. Include the type of meeting – Discord meeting
3. Meeting time and date – March 26, 2020 @ 4:00pm
4. What questions were discussed – should we compress the world map given the time constraints?
5. Which team members provided a solution and state the solution briefly – We all concluded to simplify the map to fit within our given time frame left in the semester.
6. Setting up and coordinating online meetings if needed.
   1. We will try to meet at least once a week, but other than that we will mostly be working on tasks individually with some on and off discussion about minor things.
7. Sending emails for scheduling team meeting. Snapshots of the sent emails for scheduling.
   1. *All contact will be through Discord rather than email as it is easier to get in touch that way.*
8. ~~Sending emails to the product owner for meetings and updates. Snapshots of the sent emails for scheduling.~~
9. ~~Remind the customer they have a meeting the next day. (don’t worry about the time)~~
10. Is more description needed for any task included in the Sprint Backlog?
11. No changes or further description needed.