



Backlog Meeting Minutes

Location: Microsoft Teams

Date: January 28, 2023

Time: 5:00pm – 5:30pm

Agenda Items

- 1) Members must review user stories that everyone has created on a word doc and share any concerns or gaps that they have identified
- 2) Scrum master will debrief team after sharing doc to inform of any important findings that may not have been accounted for in requirements engineering
- 3) Team members will participate in a round table discussion to communicate their proposed design features that have been obtained from requirements

Action Items

[action item]	Owner	Deadline	Status
1) Create Visual Prototype	Scrum Master	Jan 20	In Progress
2). Data Collection	Scrum Master	Jan 18	Complete
3.) Begin Backlog	Product Owners	Jan 25	In Progress
3). Requirement Engineering	Everyone	Jan 23	In Progress