



Team Member Role and Task Division

Location: Microsoft Teams

Date: January 18, 2023

Time: 5:00pm – 5:30pm

Agenda Items

- 1) Team members must pitch a role that they are interested in working in, discuss what skills they possess and have a scrum title that they would like.
- 2) Once proper roles are assigned, team must also discuss if they would like to work on front-end development or back-end
- 3) Scrum master will present project management tools that will be used for the scrum methodology – Taiga, Trello, Microsoft Office, and Flowmapp
- 4) The requirements engineering process began as of Jan 15 thus initial requirements elicitation process must be established

Action Items

Roles should effectively be assigned, and Scrum master will demonstrate initial project management steps and tools for the team as well as tools.

- 1) Scrum master will set up recurring meetings from this point on which will be conducted on a twice weekly basis
- 2) Requirements team will have finished elicitation methods and team will have created requirements for all relevant stakeholders
- 3) Product backlogs will be created by product owners
- 4) Scrum master must create the sprint backlog and initialize the first sprint to get team started on the project