



Backlog Meeting Minutes

Location: Microsoft Teams

Date: January 31, 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 Sprint Backlog	Scrum Master	Jan 31	Complete
2). Create Backlog Document	Scrum Master	Jan 31	Complete
3.) Review Backlog Document	Everyone	Jan 31	In Progress
3). Review Features	Everyone	Jan 31	In Progress