



## Project Selection Meeting Minutes

Location: Microsoft Teams

Date: January 15, 2023

Time: 5:00pm – 5:30pm

### Agenda Items

- 1) Team members must participate in an informal round table discussion as to which project is best suited for The Niagara on The Lake Museum
- 2) Factors include client time and resource constraints as well as practical considerations.
- 3) Discuss Initial requirements to get started on the selected proposal
- 4) Scrum master is to provide a rough outline of the project proposal and finalize details after meeting
- 5) Requirement team is to start on requirements engineering process and have an outline ready for the next meeting

### Action Items

[action item]	Owner	Deadline	Status
1). Submit Project Proposal	Sowmya Movva	Jan 16	In Progress
2). Begin Backlog.	Product Owners	Jan 25	Not Started
3). Requirement Engineering	Requirement Team.	Jan 27	In Progress