Meeting protocol

|  |  |
| --- | --- |
| Topic of the meeting | |
| Date/ Time | Place/ Room |
| Start/ Time | End/ Time |
| Attendees | Absent |
| Chairing the meeting | Protocol Maintaining |

Agenda

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[**Product backlog**](#_rv0682z65lnk) **2**

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[**Organisation of project**](#_cm6q6weyhp4g) **2**

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# Scrum Tutorial

## General

The Scrum tutorial got published on tuwel.

## Result

Each member of the group should watch the presentation.

# Product backlog

## General

The product backlog consists of a summary of the Userstories ordered by priority.

## Result

A product backlog will be created together as a group until monday next week.

# Sprint backlog

## General

A sprint backlog needs to be created which describes which features will be implemented in which sprint and the timespan these sprints will cover.

For this the Userstories will be subdivided in several tasks.

## Result

Until monday next week the group will organize the features, and according to priority design a sprint backlog.

# Organisation of project

## Git Commits

Commit messages should be consistent and always refer to a Userstory or Task.

## Internal Reviews

Internal Reviews will take place at:

* 18.05. 15:00
* 15.06. 15:00

# Result of the meeting

Product backlog and Sprint backlog will be created.

Use cases will be formulated and priorities will be changed accordingly.