COMP 3111: Software Engineering

Minutes of the meeting-number-here Project Scrum Meeting

team-name-here

**Date:** date of the meeting

**Time:** time of the meeting

**Place:** place where the meeting was held

**Attending:** list the FULL NAMES of those attending the meeting

**Absent:** list the FULL NAMES of those absent from the meeting

**Recorder:** the FULL NAME of the person who took the minutes

1. Report on progress during the past week

Record the progress achieved during the past week (i.e., tasks worked on), by filling in the following table *for each team member*. Recording of no tasks worked on/zero total hours is also required.

***\*\*\* FULL NAME required ordered alphabetically by last/family name. \*\*\****

|  |  |  |
| --- | --- | --- |
| **Name** | **Tasks worked on in the past week** | **Total hours** |
|  |  |  |
|  |  |  |
|  |  |  |
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|  |  |  |

1. Discussion of impediments and resolution

Record any impediments/problems/hindrances to progress discussed at the meeting and decisions made on how to resolve them.

1. Goals for the coming week

Record the tasks each team member commits to work on in the coming week, by filling in the following table.

***\*\*\* FULL NAME required ordered alphabetically by last/family name. \*\*\****

|  |  |
| --- | --- |
| **Name** | **Tasks that will be worked on in the coming week** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

1. Meeting adjournment and next meeting

The meeting was adjourned at time-here. The next meeting will take place on date-here at time-here.

NOTE: Remember to change the “team-number-here” in the header and to EDIT or delete all parts in red font including this one!