**Standup Meeting Minutes - Sprint 1**

**Scrum Master: Janith Ronaka**

Date : 02/08/2018

Minutes:

Discuss about the project specification. Decided to research about similar systems and planned to discuss the findings in the next meeting.

Date : 05/08/2018

Discussed the findings and other features which can be included into the system. Prepared a questionnaire to present to the client at the client meeting.

Date : 07/08/2018

Discuss the requirements given by the client. Plan SRS

Date : 08/08/2018

Discuss about the already finished parts of the SRS

Date : 09/08/2018

Finalize the features that are going to be added to the SRS

Date : 10/08/2018

Update the JIRA sprint board and add new tasks for the task allocation preparation.

Date : 13/08/2018

Prepare for the next client meeting. Finalize the exact features. Prepare a list to present to the client on the 2nd client meeting.

Date : 15/08/2018

Discuss the approved finalized functionalities and newly added features by the client at the meeting 2. Start to prepare the Task Allocation document.

Date : 16/08/2018

Continue to prepare the Task Allocation document.

Date : 17/08/2018 S

Finalize the Task Allocation and sprint retrospective.