Meeting Minutes – 05

Meeting Information

Objective:	Inform the supervisor of scrum roles for the project and also the time plan and product backlog of Sprint 1		
Date:	28/10/2020	**Location:**	Microsoft Teams
Time:	3:30 PM	**Meeting Type:**	Official Meeting
Chairperson:	Syed Ahmad Azhad Bin Ahmad Rosehaizat	**Secretary:**	Yoong Joo Khor
Submitted by:	Yoong Joo Khor		
Attendees:	Yoong Joo Khor Yao Chong Foo Rahul Sharma Yuddhishthir-Gopaul Syed Ahmad Azhad Bin Ahmad Rosehaizat Dr. Radu Muschevici Sharfa Dhamin Gilbert Valentino		

Agenda Items

		Presenter
1	Inform the supervisor of scrum roles	Azhad
2	Inform the supervisor of time plan of Sprint 1	Azhad
3	Inform the supervisor of product backlog of Sprint 1	Azhad
4	Discuss how to initialise the fake university database	Yoong Joo

Decisions

1	Generate random data with a script for the fake university database instead of typing in manually
2	Focus on the key feature of the app - Algorithm of BLE Attendance Taking
3	A more detailed product backlog should be produced

New Action Items

		Responsible
1	Continue working on the product backlog of Sprint 1	All Members
2		
3		

Produced by:

(Khor Yoong Joo) Date: 28/10/2020

Approved by:

(Dr. Radu Muschevici) Date: 8/12/2020