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| First meeting - **agenda** | | |
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| **Location:** | On-Line Group Call via Facebook Messenger |  |
| **Date:** | October 1, 2020 |  |
| **Time:** | **10:00 PM** |  |
| **Facilitator:** | Mashal Adeel and Baheshta Abed |  |

# Attendees:

Sayed Manshour Sadat, Masuoma Tajik and Mahdi Alizada.

**Meeting Purpose:**

The purpose of this meeting was for the Product Owner to talk about and elaborate the product. In addition to that, in this meeting the initial process of the overall plan of the project development was decided too.

**Below is the table depicting the topics that were talked about and decisions made based on them:**

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| **Agenda** | **Topics Discussed** | **Decisions Made** |
| Opening remarks and description of the Product by the Product Owner | User Stories and their prioritizations | User Stories were finalized. |
| The entire team discussing what the main goal of the upcoming Sprint would be | Goal of the first Sprint | Goal was finalized. |
| The Scrum Master along with the Product Owner as well as the Development Team discussing the tasks and responsibilities of the team | Spring Backlog and methods of dividing work | Left for further discussions. |
| The Development Team clarifying the Product by asking questions and inquiries from the Product Owner | The Product | The Dev. Team got a clear idea of what they will be working on. |
| Conclusion by the Scrum Master | Wrapping up of the meeting | Scheduled plans and goals up until the next meeting. |