**CS673 Software Engineering**

**Team 1 Meeting Minutes**

**Week 3 - 4 (09/20 - 10/05 )**

**Date and Time:** 10/05/2020 10:00 - 11:00pm

**Place**: Zoom meeting

**Participants:** Wasupol, Jian Ma, Peter, Miche, Raef

**Minutes taker:** Wasupol

**Timekeeper:** Wasupol

**Purpose:** User’s stories, Lab 2, Timesheet, Risk management, SDD

**Agenda:**

* Pivotaltracker
  + Create user’s stories
* Lab 2 assignment
  + Fill up story
* Timesheet members
  + Keep update
* Risk management
  + Update
* SDD document

**Discussions:**

* PivotalTracker
  + User’s stories

**Key Decisions:**

* PivotalTracker
  + User’s stores
    - Everyone pick two stories
* Lab 2 assignment
  + User’s stores
    - Everyone pick two stories
* Timesheet members
  + Keep Update
* Risk management
  + Mention everyone to update

**Action Items**

* Timesheet members - Everyone on Saturday
* User Stories and Lab 2 - all members complete it. - before Scrum meeting (Friday meeting)
* Scrum meeting - Task planner
* Team leader will record this meeting
  + Thursday after class
  + Friday (Evening)
  + Next meeting