COMP 3111: Software Engineering

# Minutes of the 3rd Project Scrum Meeting

# Hello World

**Date:** 4/5/2018

**Time:** 15:00 – 16:00

**Place:** E2I

**Attending:** Ho Tin Long , Leung Ka Wing, Mok Tsz Hei

**Absent:** -

**Recorder:** Leung Ka Wing

**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** |
| Ho Tin Long | Sprint 6: Debug, Unit Test and JavaDoc | 6 |
| Leung Ka Wing | Sprint 6: Debug, Unit Test and JavaDoc | 6 |
| Mok Tsz Hei | Sprint 6: Debug, Unit Test and JavaDoc | 6 |

**2. Discussion of impediments and resolution**

2.1 Double check all the feature and documentation before deadline.

**3. 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** |
| Ho Tin Long | N/A ( Last meeting ) |
| Leung Ka Wing | N/A ( Last meeting ) |
| Mok Tsz Hei | N/A ( Last meeting ) |

**4. Meeting adjournment and next meeting**

This is the last meeting