**Team** *Miaowa Cao* **Agenda**

**Date:** *04/04/2017*

1. Checking the quorum
2. Opening the meeting
3. Presenting Apologies
4. Nominating your Scrum Master and team name
5. Confirmation of Minutes of Previous Meeting (I think it is unnecessary, because this is the first meeting)
6. Reports
   1. Scrum Master’s Report
   2. Discussion paper (case study and specification)
7. Opening discussion
8. Next activity for the assignment
9. Other tasks and responsibility
10. Next meeting
11. Closure of meeting