**Team Zero Attendees: 2**

**Date: 22.04.19**

**Team members:**

**Name Role**

Md Asafuddaula Sobahani Shounak Product Owner

Imran Hamidi Jisan Project Manager

Apurba Majumdar Scrum master

Mehedi Hasan Member

**Today’s Task**

* Acknowledging 3 roles of the team. Mehedi and Apurba called in sick. So Sprint 1’s work will be divided between Jisan and Shounak.
* Prepping Project Backlog and Sprint Backlog.
* Sprint Planning, Daily Scrum and Sprint Retrospective. Today’s task is to do the sprint planning only. Sprint Retrospective is scheduled for April 30, 2019.

**Checklist**

(Aprill 22, 2019) Meeting Outcome Checklist

What should be done this week (April 23 – April 29, 2019):

*  Action(s) to update the project Trello board ready for a Sprint process (project backlog, and sprint backlog columns)- **Done**
*  Action(s) to create/update your team on slack so that you can see a log of Trello activities during the sprint process- **Done**
*  Action(s) to update, add and convert any identified tasks to the project backlog- **Done**
*  Action(s) to prioritize and estimate hours for all tasks in the project backlog- **Done**

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*  Action(s) perform two daily scrum meetings. (Each person should have a written set of points that they said, in particular blocking issue that was resolved.) Perform 1st daily scrum meeting on 26/04/2019 and 2nd on 28/04/2019.**- Not Done**