

## Vroom

Weekly Scrum Meeting Minutes	
Meeting Number	09
Week	09

Date	25/09/2019
Venue	RMIT room 14.06.19
Time	8:30AM
Duration	20 Minutes
Attendees	Stella, Robin, Sefira, Tyler, Sarah
Apologies	
Absences	
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No	Issue	Discussion	Action	Member in discussion
1	The client checks the sprint retrospective notes.	The document was fine. The client asked about the solution of the frontend team where they had difficulty in splitting the work.	The frontend team split the work based on the user. The admin features were given to Sarah and the Customer to Stella. However, Sarah will be able to help Stella if she ever needs it for the customer features.	Sarah, Stella
2	The client checks sprint burndown chart and sprint backlog.	The client's remarks were okay.	Finalize the burndown chart	All members.
3	The client asked about additional feedbacks from other team members.	Communication can be better. Backend APIs needed more explanation on its function so there are no misunderstandings.	Explain each PBIs in more details to other backend members.	Sefira
4	The client updates about upcoming project assessments.	Start planning on individual documents on their problems, solutions, and achievements. The individual presentations will last 2 minutes. The presentation in whole is around 20-25 minutes. The team will have to	Every member should start preparing a document about individual problems and solutions. The document will be reviewed next week by the client.	All members

		prepare the system/demo (could be in a form of video).		
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