

Vroom

Weekly Scrum Meeting Minutes	
Meeting Number	08
Week	08

Date	28/08/2019
Venue	RMIT building 12 level 2
Time	10:30AM
Duration	1.5 hours
Attendees	Stella, Robin, Sefira, Tyler, Sarah
Apologies	
Absences	
Copy To	

No	Issue	Discussion	Action	Member in discussion
1	Submission documents.	Continued discussions from meeting with client.	Assigning the documents: <ul style="list-style-type: none"> ACS Analysis – Sarah Analysis of learning outcomes – Stella, Robin Burndown chart and product backlog spreadsheets – Tyler 	All members
2	User story acceptance criteria.	The acceptance criteria for sprint 3 are not finished.	Sarah and Sefira are going to finish this in Trello by this week.	Sefira, Sarah