

Vroom

Weekly Scrum Meeting Minutes	
Meeting Number	1
Week	1

Date	24-07-2019
Venue	14.06.19
Attendees	Stella, Robin, Sarah, Sefira, Tyler, Melina
Apologies	
Absences	
Copy To	

No	Issue	Discussion	Action	Member
1	Unspecified framework	Frameworks that we need to use for front-end and back-end	Not limited to certain frameworks Do not use HTML only	All members
2	Testing	Kinds of testing need to be done for the project	Regression testing Unit testing Use testing	All members
3	Team leader/ Scrum master	The difference	Team leader: assign tasks from sprint backlog to team members etc. Scrum master: organizing planning and retrospective meetings, backlog grooming etc.	All members
4	WBS	Whether or not it is a part of the submission	WBS can be used within the team to brainstorm ideas and planning for the project. What is submitted is the Project Plan, which is similar to WBS	All members