

Vroom

Weekly Scrum Meeting Minutes	
Meeting Number	04
Week	04

Date	14/08/2019
Venue	RMIT room 14.06.19
Time	8:30AM
Duration	20 Minutes
Attendees	Stella, Robin, Sefira, Tyler
Apologies	
Absences	Sarah
Copy To	

No	Issue	Discussion	Action	Member in discussion
1	Team Role	Client asked about the role of each member	Answer the client based on the roles written in the project charter	All attending members
2	Testing	What kind of testing should the team do for frontend, and what kind of test report the client wants to see?	Do manual testing for the frontend. For acceptance testing, the team will show client their work, then the client will approve it. There's no need to document the testing, but if there's a bug, write it in the issue register documentation	All attending members
3	Issue & risk register	Ask what's the difference	Risk is like the plot hole in the scenario and how the team solve it. Issue is like bug in code.	All attending members
4	PBI for sprint 2	What features should the team prioritize	CRUD for cars	All attending members