Appendix 1: SCRUM Meeting Agendas and Minutes

SCRUM Meeting 1 for ProjectName

Prepared by:

Meeting Date:

## Meeting Attendees



## Meeting Agenda Items



## Status Update Since Last Meeting

Accomplishments:



Tasks Completed:

|  |  |  |
| --- | --- | --- |
| **Task Description** | **Assigned to** | **Completed? (yes/no)** |
|  |  |  |
|  |  |  |

## Before The Next Meeting

Plans:



Task Assignments:

|  |  |
| --- | --- |
| **Task Description** | **Assigned to** |
|  |  |
|  |  |

## Minutes from Previous Meeting

Summarize discussion in paragraph form from the previous meeting (NOT this current meeting).