

Scrum Meeting Document

Date: 21 Jan 2026

Time: 3:05 - 5:46 PM

Meeting Type: In-person, COM114

| Team Member | Attendance |
|-------------|-------------------------------------|
| Owen | <input checked="" type="checkbox"/> |
| Ye | <input checked="" type="checkbox"/> |
| Su | <input checked="" type="checkbox"/> |
| Sultan | <input checked="" type="checkbox"/> |

Key discussion points:

- Key features needed to complete M1 document
- How we wanted to structure and break down M1

Action items / Responsibilities:

- Get familiar with the definitions of user stories, functional requirements, system requirements, etc. prior to Friday's lab