

# Minutes of Meeting

<b>Project</b>	Yoshi	<b>Date</b>	2014-11-12
		<b>Start-end time</b>	7pm-8pm
<b>Responsible</b>	Félix Baylac-Jacqué	<b>Location / type</b>	Skype

Attended by	Location	Remarks
Félix Baylac		
Rizwan Khalid		
Martin Anev		
Yuxing Chen		
Hossien Sedigi		

## 1. Requirements changes

The customer sended an email in which he notified us that the requirements of the project changed. He also gave us a first working prototype. We should focus on extending it.

**CONCLUSION: Everybody needs to dive into the code of this project. We also need to setup a meeting whith the customer.**

**ACTION:** Everybody is going to dive into the code.

**ACTION:** We will setup a meeting (on thursday if possible).

## 2. Discussion about the project management

We almost missed the last deadline and had some troubles whith the presentation deadline. We have maybe a problem whith the management.

Maybe we should figure out who is the best candidate to be Scrum master and stopping rotating.

Maybe the duties of the Scrum master are not clearly defined.

Maybe we should identify the taks of the current sprint in a more precise way.

Maybe the Scrum master should follow the progress of each task more closely.

**CONCLUSION: We will keep the rotating Scrum master and define in a more clear way how to deal whith being a Scrum master.**

**ACTION:** Writing a "Duties of the Scrum master" document.

**ACTION:** We will setup a meeting on Monday 11-17-2014 to clearly define the tasks of the second sprint.