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| **Subject:** | *Software Innovation Studio* |
| **Meeting Date:** | *19/08/2022* |
| **Attendees:** | *Himanshu, Harrison, Amana, Jacob, Maria, Anesu, Ahmed* |
| **Minutes Issued By:** | *Amana* |
| **Meeting Type (Standup or Retrospective) and** **Meeting Agenda** | |
| *Meeting Type: Online via Teams*  *Agenda:*   1. *Work on team charter* 2. *Allocating tasks to each person* | |

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| **Progress/timeline summarise** |
| *Milestones:*   * *Finished team charter* * *Allocated tasks to work on*   *Main/Actual Progress:* (*Summarise the actual project progress by today workshop and self-evaluation:* J or L)   * Team members jumped on the document at different times and worked on getting different parts of the document done. Also, the members were given a task to complete. Overall, we did a good job of splitting the work |

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| **Discussion** **and Decisions/Actions** (such as project scope, timeline, task re-assignment, …) |
| *Team charter*   * Everyone worked on a section of the team charter in their own time   *Splitting tasks*   * Everyone expressed what they would have liked to work on. The tasks were split and each person was given a different task to work on. |

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| **Miscellaneous Items:** |
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