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| Subject: | *Software Innovation Studio* |
| Meeting Date: | *2022/09/02* |
| Attendees: | *Amana, Maria, Mitch, Himanchu, Jacob, Anesu* |
| Minutes Issued By: | *Amana* |
| **Meeting Type (Standup or Retrospective) and** **Meeting Agenda** | |
| *Meeting Type: Stand up*  *Agenda:*   1. *Review Slide deck* 2. *Practice pitching* | |

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| **Progress/timeline summarise** |
| *Milestones:* (*List expected project milestones by today workshop; refer to the timeline in Team Charter*)   * Finished our project pitch * Presented our project pitch   *Main/Actual Progress:* (*Summarise the actual project progress by today workshop and self-evaluation:* J or L)   * We did an excellent job with our pitch. We had trouble cutting it down, but we managed to complete it in time |

| **Discussion** **and Decisions/Actions** (such as project scope, timeline, task re-assignment, …) |
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| 1. *Finalised slide deck*  * *We revised the content of our slide deck. We had to go over it to ensure that we had all the important things that our project was about in the slide deck.* * *All team members went over the deck and pointed out any improvements such as grammar mistakes that could be changed* * *We practiced our pitch when we were done*  1. *Presenting the slides*  * *Harrison presented the slides because he made most of the slides and knew the contents in the slide. He also had previous experience pitching so he was naturally the most familiar with pitching* * *We had to cut down on some of the content but in the end we manged to make it on time* |

| **Miscellaneous Items:** |
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| 1. *Discuss development for this week* |