

# Team Meeting

Date Feb 3rd  
Time 2:30pm  
Location Zoom

Meeting called by:	Et, ALL	Type of meeting:	Final Checkup
Facilitator:	Connor H	Video Tracker:	Connor H

**Attendees:** Et, ALL.

**Please read:** Team Requirements

**Please bring:** Sprint 1 rubric

## Minutes

**Agenda item:** Sprint 1 Requirements, Features, Presentation      **Presenter:** Team Discussion

**Discussion:**

Assure all requirements for sprint 1 are met, and perform any duties to meet these requirements.

Discuss any additional features a team member would like to add.

Discuss presentation, generate ideas, and assign work

**Conclusions:**

By the end of this meeting we will have a clear direction on what needs to be completed for Sprint 1.

Alongside, we should be able to match the required number of core features for the Sprint.

We should have an idea of how our presentation will play out, and who is in charge of what parts.

Action items	Person responsible	Deadline
✓ Finishing Sprint 1 Requirements	TBD	January 4th Before Midnight