# **MEETING AGENDA**

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| **Meeting/Project Name:** | Team Wetblock | | |
| **Date of Meeting:** | 03/18/2021 - Thursday | **Time:** | 2:00 PM |
| **Meeting Facilitator:** | Felipe Orrego | **Location:** | Gather Town |

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| 1. Attendees | | | |
| **Name** | **Role** | **E-mail** | **Alt. Contact Info** |
| Andy Le |  | hle29@uncc.edu |  |
| Helen Nguyen |  | hngyue89@uncc.edu |  |
| Jon Ledbetter |  | jledbe20@uncc.edu | 334-467-1774 |
| Diana Velazquez Ramos |  | dvelazq1@uncc.edu |  |
| Barbara Saboe (E-mailed) |  | bsaboe@uncc.edu |  |
| Felipe Orrego | Facilitator/Planning | forrego@uncc.edu | 910-429-6331 |

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| 2. Meeting Objective |
| Discuss information to turn in our first sprint on Sunday. Discuss user stories. |

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| 3. Meeting Agenda | | |
| **Topic** | **Owner** | **Time** |
| Brief introduction/objective |  |  |
| Review Trello Board |  |  |
| Project Progress/Adjustments |  |  |
| Closing Thoughts/Questions/Concern |  |  |

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| 4. Action Items | | |
| **Action** | **Owner** | **Due Date** |
| User Stories (1-3) | Andy | 3/20/2021 |
| User Stories (4-6) | Diana | 3/20/2021 |
| User Stories (7-9) | Barbara | 3/20/2021 |
| User Stories (10-12) | Helen | 3/20/2021 |
| HW Submission/Group Status Report | Felipe | 3/21/2021 |
| Individual Status Reports | **EVERYONE** | 3/22/2021 |
| Create backlog boards/Manage User Stories | Jon | 3/18/2021 |
| Read Assignment/Watch video | **EVERYONE** | 3/18/2021 |
| Create Trello Accounts | **EVERYONE** | 3/18/2021 |
| Choose 4 additional features | **EVERYONE** | 3/16/2021 |

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| 5. Next Meeting (if applicable) | | | | | | |
| **Date:** | | 03/22/2021 | **Time:** | 2:00 PM | **Location:** | Gather Town |
| **Objective:** | Prepare for the next sprint! | | | | | |