



# [Mon Mar 18] Sprint 1 Stand-Up Meeting - 1



## Date [↗](#)

Mon Mar 18, 2024 15:30 – 16:00 (GMT+11)



## Participants [↗](#)

- @PENG TANG @shaohuiw1 @Zhuowen Zheng @Chengjia Zhou @Xi Luo @Jiyuan CHEN



## Goals [↗](#)

- Provide quick updates on individual progress
- Identify any immediate blockers affecting project tasks
- Adjust daily priorities to ensure the team remains aligned with the sprint goals, especially focusing on the preparation and design phases of the project.



## Discussion topics [↗](#)

Time	Item	Presenter	Notes
15:30	Recent Work	All	Each team member briefly shares updates on their tasks related to planning and design.
15:40	Current Tasks	All	Team members outline their primary focus for the day, highlighting key activities planned.
15:48	Blockers & Issues	All	Open discussion on challenges encountered, especially technical or resource constraints.
15:55	Adjustments	Scrum Master	The Scrum Master facilitates discussion on realigning tasks or providing support for blockers.



## Action items [↗](#)

- ☒ Provide quick updates on individual progress
- ☒ Identify any immediate blockers affecting project tasks
- ☒ Adjust daily priorities to ensure the team remains aligned with the sprint goals, especially focusing on the preparation and design phases of the project.



## Decisions [↗](#)

- Reallocation of resources to expedite the setup of the development environment, including prioritizing access to necessary tools and platforms.
- Enhanced collaboration with the client to refine project milestones and ensure the feature backlog accurately reflects client needs and project objectives.