# Meeting Minutes (Sprint One)

These are the items discussed during the meeting for sprint one and its status

Location: Murdoch T101 Office

Date: 5th November 2020

Time: 9:00 a.m.

## Agenda Items

1. Create a master document template.
2. Set up a GitHub repository.
3. Project Analysis.
4. Develop the project management plan, assign tasks.
5. Discuss multi-platform report (adaptive or responsive).
6. Develop testing plan.

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| Action Items | Owner(s) | Deadline | Status |
| Master Document | Team | 03/12/20 | In Progress |
| GitHub Repository | Daniel | 05/11/20 | Complete |
| Project Analysis | Team | 11/11/20 | In Progress |
| Project Management Plan – (Sprint One) | Team | 05/11/20 | In Progress |
| Multi-platform Report | Team | 11/11/20 | In Progress |
| Testing Plan | Team | 11/11/20 | In Progress |