Meeting Minutes

# Weekly Meeting with team/Supervisor

# Meeting No: 5

## Meeting Details

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| --- | --- |
| Date: | 24/08/2021 |
| Venue: | Microsoft teams |
| Attendees: | David Ananasov  Josiah Webster  Dichen hu  Rhys Mallia |
| Apologies: | N/A |

## Information / Decisions

|  |  |
| --- | --- |
| No. | Item |
| 1 | Sprint planning |
| 2 | Sprint retro |
| 3 | Begin new sprint |
| 4 |  |
|  |  |

## Action Items

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Item | Who | By |
| 1 | Look at current sprint items and assign work for next check-up with diplo | Group | 25/08/2021 |
| 2 | Complete form to grant extension | Rhys | 25/08/2021 |
| 3 | Complete requirements for next check-up | Group | 27/08/2021 |
| 4 | Watch webinar videos |  |  |
|  |  |  |  |