Uniweb Amigos Meeting

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| Minutes | January 24, 2017 | 2pm |  |
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| Meeting called by | Donald Petkus |
| Type of meeting | Opening meeting |
| Facilitator | Donald Petkus |
| Note taker | Ben Witchell |
| Timekeeper | Ben Witchell |
| Attendees | Lopel, Onye, Steven, Ben, Donald, Martin |

## Agenda topics

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| 2pm-2:10pm | Product owner | Donald petkus |

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| Discussion | We discussed with the product owner the user requirements that are needed for the project to form a product | | |
| backlog for us. | | | |
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| Conclusions | We required a list of user requirements that helped to form our use backlog. | | |
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| Action items | | Person responsible | Deadline |
| To make user backlog | | Donald, Ben | 31/01/17 |
| To make user backlog | | Steven, Martin | 31/01/17 |

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| 2:10pm-2:45pm | looking other requirements | whole group |

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| Discussion | Then we looked over the requirements to start forming tasks and what is needed to be done for our team. | | |
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| Conclusions | To find tasks ready for next week for our team. | | |
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| Action items | | Person responsible | Deadline |
| To start getting tasks ready for our team to do. | | Donald | 31/01/17 |
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| [Time Allotted] | [Topic] | [Presenter] |

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| Discussion |  | | |
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| Conclusions |  | | |
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| Action items | | Person responsible | Deadline |
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| [Time Allotted] | [Topic] | [Presenter] |

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| Discussion |  | | |
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| Conclusions |  | | |
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| Action items | | Person responsible | Deadline |
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| [Time Allotted] | [Topic] | [Presenter] |

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| Discussion |  | | |
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| Conclusions |  | | |
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| Action items | | Person responsible | Deadline |
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| Observers | Lecturer |
| Resource persons | N/A |
| Special notes | Lopel |