

TEAM WORK MEETING AGENDA

The chairperson fills out this form before a meeting to organise tasks to be discussed.

Meeting details

Chairperson: Veronika		Minutes: 30 - 45 Mins	Date & Time: On Going	Location: Online - Via Facebook Messenger
	Item <i>What will be discussed at the next meeting?</i>	Notes <i>What details are important for attendees?</i>		
1	Any questions regarding releases	Discussion based, make sure all questions are cleared up.		
2	Any questions regarding sprint	Try and find other business examples on release and sprints to assist with our project.		
3	Review of storypoints			
4	Discussion on velocity of project			
5				
6				
7				

TEAM WORK MEETING MINUTES

Fill out this form during a meeting to allocate tasks to each team member to complete in time for the next meeting.

Attendees: All		Absent:		Date & Time: 07/03 - 1:00 PM		Location: Workshop - On Campus	
Minutes: <i>Who is filling out this form?</i>		Vik Harish		Chairperson: <i>Who is organising the meeting?</i>		Vik Harsh	
	Item <i>What has to be done by the next meeting?</i>	Action <i>What action is required to get it done?</i>		Who <i>Who is responsible?</i>		Duration <i>How long will it take to complete?</i>	
1	Start / Aim to Finish Release Plan	Create Document for Release Plan		Ranne, Kenny, Vik		1 Hr	
2	Start Sprint Plan	Create Document for Sprint Plan		Ranne, Kenny, Vik		35 Mins	
3	Technology Grid	Create Document for Technology Grid		Issey, Veronika		1 Hr	
4	Product Backlog	Create Document for Product Backlog		Issey, Veronika		45 Mins	
5							
Next Meeting:							
Chairperson: Veronika		Minutes: 45 Mins		Date & Time: On going		Location: Online - Via Facebook Messenger	

