Meeting Minutes

# Sprint 0 team meeting #1

# Meeting No: 1

## Meeting Details

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| Date: | 03/08/2021 |
| Venue: | MS Teams |
| Attendees: | Hugh Phung  Sam Te  Fraser Green  Reylan Gill |
| Apologies: | N/A |

## Information / Decisions

|  |  |
| --- | --- |
| No. | Item |
| 1 | Fill out user story templates with GWT |
| 2 | Populate product backlog |
| 3 | Update product backlog on Jira |
| 4 | Discuss plans for Milestone 1 |
| 5 | Reylan is Scrum master, need to pick tech leader next meeting |

## Action Items

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| --- | --- | --- | --- |
| No. | Item | Who | By |
| 1 | Fill out user story templates with GWT | All | 06/08/2021 |
| 2 | Update backlog on Jira | All | 06/08/2021 |
| 3 | Learn SpringBoot and React | All | 06/08/2021 |
| 4 | Create DOD for each user story | All | 06/08/2021 |
| 5 | In this friday’s tute, negotiate which user stories to pick from the backlog | Reylan, with help from the team | 07/08/2021 |