Meeting Minutes

# Sprint Retro team meeting

# Meeting No: 3

## Meeting Details

|  |  |
| --- | --- |
| Date: | 13/08/2021 |
| Venue: | Collaborate Ultra |
| Attendees: | Hugh Phung  Sam Te  Fraser Green  Reylan Gill |
| Apologies: | N/A |

## Information / Decisions

|  |  |
| --- | --- |
| No. | Item |
| 1 | Discuss the effectiveness of the team |
| 2 | Discuss things that went well |
| 3 | Discuss things we could have done better |
| 4 | Discuss any team questions |
| 5 |  |

## Action Items

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Item | Who | By |
| 1 | Finish off wireframe design | Reylan | 13/08/2021 |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |