Meeting Minutes

# Week 3 Meeting with team/Supervisor

# Meeting No: 4

## Meeting Details

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| --- | --- |
| Date: | 14/08/2021 |
| Venue: | Microsoft Teams |
| Attendees: | Hugh Phung  Sam Te  Fraser Green  Reylan Gill |
| Apologies: | N/A |

## Information / Decisions

|  |  |
| --- | --- |
| No. | Item |
| 1 | Team info, links to software completed and added to github |
| 2 | Minutes, sprint 0 and 1 plan, sprint 0 retro completed and added to github |
| 3 | product backlog completed and added to github |
| 4 |  |
| 5 |  |

## Action Items

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Item | Who | By |
| 1 | Complete contribution form and add to github | All | 14/08/2020 |
| 2 | Compile slack logs, add to github | Sam Te | 14/08/2020 |
| 3 | Finish off acceptance critera, add to github | All | 14/08/2020 |
| 4 | Create and add sprint 1 backlog to github | Reylan Gill | 14/08/2020 |
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