Meeting Minutes

# Weekly Meeting with team/Supervisor

# Meeting No: 11

## Meeting Details

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| Date: | 21/09/20 |
| Venue: | MS Teams |
| Attendees: | Angela Alviano  William Guida  Su-Kuen Koh  Alin Cimpean |
| Apologies: | N/A |

## Information / Decisions

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| --- | --- |
| No. | Item |
| 1 | Sprint 2 retrospective |
| 2 | Milestone 2 preparation for discussion |
| 3 | Initial thoughts on Sprint 3 |

## Action Items

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| No. | Item | Who | By |
| 1 | Sprint 2 is coming to a close so we had to complete our retrospective and figure out what we had completed and what needs to be pushed to sprint 3 from our backlog. | Team | 21/09/20 |
| 2 | Added a few finishing touches to some documentation we are submitting for Milestone 2. | Team | 21/09/20 |
| 3 | Started to think about what functionalities we were going to implement for sprint 3 and the final milestone. | Team | 21/09/20 |