**INNOVATECH QUIZ PLATFORM**

**SPRINT 4 – Meeting 1 Minutes**

**GROUP MEMBERS**

Kimentha Govendor - 2435770

Jacqueline Marrie - 2500772

Shreya Rupan - 2445052

Shakeel Malagas - 2424161

Amit Keshav - 2445033

Nusaiba Moola - 2436809

**Logo

Description automatically generated with low confidence**

This meeting was done during the same session as the Sprint 3 review meeting. The client’s written requirements are attached below.

**Meeting Minutes**

|  |  |
| --- | --- |
| **Project Name** | **Meeting Date** |
| InnovaTech | 28/05/2023 |
| **Meeting Place** | **Duration** |
| Online Teams Meeting | 30 minutes |
| **Meeting Purpose** | |
| Progress with Sprint 4 | |

**In Attendance**

|  |  |  |
| --- | --- | --- |
| **Attendee’s Name** | **Attendee’s Position** | **Contact Information** |
| Kimentha Govendor | Scrum Master | 2435770@students.wits.ac.za |
| Jacqueline Marrie | Team member | 2500772@students.wits.ac.za |
| Shreya Rupan | Team member | 2445052@students.wits.ac.za |
| Shakeel Malagas | Team member | 2424161@students.wits.ac.za |
| Amit Keshav | Team member | [2445033@students.wits.ac.za](mailto:2445033@students.wits.ac.za) |

**Agenda**

|  |  |
| --- | --- |
| **Agenda Item** | **Member** |
| Sprint progress | Each member |

* …

**Takeaways**

|  |  |
| --- | --- |
| **Action Item** | **Member** |
|  |  |

**Next Meeting**

|  |  |
| --- | --- |
| **Project Name** | **Meeting Date** |
| NexGenTech |  |
| **Meeting Place** | |
|  | |
| **Meeting Purpose** | |
|  | |

**Proof of Meeting:**