

# 2021-03-18 Meeting Notes

## Date

18 Mar 2021

## Attendees

- [Ishan Goyal](#)
- @Luke Hawkins
- @Nikunj Patel
- [Joel Kenna](#)
- [Daniel Jiang](#)

## Goals

- Consolidate remaining tasks for sprint 1 deliverables
- Create a requirement elicitation document for the primary user

## Discussion items

Time	Item	Notes	Action Items
15 mins	Review sprint 1 deliverables	Determined which tasks still need to be completed	
5 mins	Review existing Trello cards		
10 mins	Create Trello cards for remaining sprint 1 tasks	Each card assigned to a member	
30 mins	Create requirement elicitation document	Discussion about areas of the project we were still unclear about and created questions to address these	
5 mins	Plan to organise next client and team meetings		<input checked="" type="checkbox"/> Contact the client to organise a meeting by 19/03/2021