Meeting Minutes

Weekly Meeting with team/Supervisor

Meeting No: 0

Meeting Details

Date:	29/07/2017
Venue:	Microsoft Teams
Attendees:	Aili Gong Alexander Aloi Carl Karama Jared Song Shannon Dann
Apologies:	

Information / Decisions

No.	Item
1	Designate roles; scrum master, front-end, back-end team members
2	Review Assignment specifications
3	Discuss framework for coding
4	Design the initial product backlog
5	Create Jira and Github Repository

Action Items

No.	Item	Who	By
1	Practice using Jira tools	Everyone	02/08/2021
2	Review assignment specifications	Everyone	02/08/2021
3	Prepare questions for customer (Redowan)	Everyone	02/08/2021
4	Form ideas for potential user stories	Everyone	02/08/2021