

# Meeting Minutes

Weekly Meeting with team/Supervisor

Meeting No: 12

## Meeting Details

Date:	01/09/2021
Venue:	Microsoft Teams
Attendees:	Alexander Aloï Aili Gong Jared Song
Apologies:	

## Information / Decisions

No.	Item
1	Sprint retro completed
2	Due to the sprint ending, unfinished user stories moved to the next sprint backlog
3	Planning for sprint 2

## Action Items

No.	Item	Who	By
1	Prepare for Sprint 2	Jared Song	6/09/2021
2	Prepare for Sprint 2	Aili Gong	6/09/2021
3	Prepare for Sprint 2	Alexander Aloï	6/09/2021
4	Prepare for Sprint 2	Carl Karama	6/09/2021
5	Prepare for Sprint 2	Shannon Dan	6/09/2021