

Meeting Minutes

Weekly Meeting with team/Supervisor

Meeting No: 1

Meeting Details

Date:	02/08/2019
Venue:	Microsoft Teams
Attendees:	Alexander Aloï Shannon Dann Aili Gong Carl Karama Jared Song
Apologies:	N/A

Information / Decisions

No.	Item
1	Begin Sprint 0
2	Begin completing all user stories for the product backlog
3	Begin creating the wireframes for Milestone 1
4	Assign user stories to team members
5	Review documentation for scrum process

Action Items

No.	Item	Who	By
1	Wireframes for application	Aili Gong	13/08/21
2	User stories 1-6	Jared Song	13/08/21
3	User stories 7-12	Alexander Aloï	13/08/21
4	User stories 13-18	Carl Karama	13/08/21
5	User stories 19-25 (excluding 23)	Shannon Dann	13/08/21