Meeting Minutes

# Weekly Meeting with team/Supervisor

# Meeting No: 12

## Meeting Details

|  |  |
| --- | --- |
| Date: | 01/09/2021 |
| Venue: | Microsoft Teams |
| Attendees: | Alexander Aloi  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 Aloi | 6/09/2021 |
| 4 | Prepare for Sprint 2 | Carl Karama | 6/09/2021 |
| 5 | Prepare for Sprint 2 | Shannon Dan | 6/09/2021 |