



# Meeting Minutes

Date: 19 August 2023 - 2pm  
Venue: Virtual - MS Teams  
Version 10.0

## MEETING ATTENDEES

- Jordan Green
- Mishra Mohammad
- Cameron Pillay
- Candice Mchunu

## ABSENTEES

- Akhona Mfeka
- Candice Mchunu
- Daylin Shadrach
- Philani Khumalo

## UPCOMING CONSULT

- Product Backlog - Cameron
- Sprint Backlog - Philani and Mishra
- Burndown + Velocity - Mishra
- Diagrams - Akhona + Candice

## KEY POINTS

- Consult with Cassim often for feedback and best outcome.

## AGENDA

- Rehearsal for consult with Cassim

## OPEN ISSUES

- Philani to do research on Microsoft registration, as current system is complicated.
- Definition of Done to be completed.
- Retrospective of sprint 0 to be completed
- MVP - Mishra
- Email code - Akhona and Candice

## ADJOURNMENT

- 21 August 2023 - 2pm