

Location	Microsoft Teams
Date	16/08/2020
Participants	Paula (s3782041), Ian (s3788210), Josiah (s3782051), Aqram (s3547091)
Scrum Master	Paula
Product Owner	Josiah
Agenda	<p>Sunday Meeting Agenda:</p> <ol style="list-style-type: none"> <li>1. Scrum poker for remaining product backlog items.</li> <li>2. Sprint review.</li> <li>3. Sprint retro.</li> <li>4. Peer assessment doc and sparkplus.</li> </ol>

1. Scrum poker for remaining product backlog items.
  - Scrum poker online was completed for every task in the product backlog, although they'll definitely be prone to change.
  - This took up a significant amount of the meeting.
2. Sprint Review
  - We talked about why the burndown chart looked the way it did; putting in estimations last minute caused the weird spike that happened.
  - We discussed the unfinished tasks and their current statuses; i.e. they'll be implemented next sprint.
3. Sprint Retro
  - Talked about gitflow. Paula will implement a release branch.
4. Peer assessment
  - Discussed the associated peer assessment document with equal weighting, and everyone completed their Sparkplus evaluations.

**Next meeting:**

- Sprint 1 conversations.