

Meeting Minutes

Weekly Meeting with team/Supervisor

Meeting No: 25

Meeting Details

Date:	28/09/2021
Venue:	Collaborate Ultra
Attendees:	Rashed Abdin David Aziz Kowsar Rahman Dunith Nadvi Karawita Reza Soltanpoor
Apologies:	N/A

Information / Decisions

No.	Item
1	To review sprint 3 planning notes and commence sprint
2	To get clarification on milestone 3
3	To assign tasks and user stories to each member in the group
4	Discussion of how often we plan to meet and work on sprint
5	Making sure everyone is okay and not stressing and reminding everyone we are all here for each other

Action Items

No.	Item	Who	By
1	To review sprint 3 planning notes with Reza	Everyone	Rashed
2	To show sprint plan and how we plan to approach sprint 3	Everyone	Rashed
3	To not promise too much in the sprint planning	Rashed	Rashed
4	To begin implementation of tasks and stories assigned to each member in jira	Everyone	Rashed
5	To ask Reza questions about any difficulties or questions	Reza	Rashed