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| **AR Science Developement** **Meeting Minutes** |

# **Weekly Scrum Meeting Minutes**

# **Meeting No: 5,** **Week 4**

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| **Date:** | 14/08/2022 |
| **Venue:** | Online |
| **Attendees:** | Zhengchao, Kyriece, Shaozhong, Dylan, Ryan (late) |
| **Apologies:** |  |
| **absences:** |  |
| **Copy To:** |  |

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| **No.** | **Issue** | **Discussion** | **Action** | **Member** | **Deadline** |
| **1** | Clarify specs on project |  |  | Ryan, Zhengchao, Kyriece, Ian, Dylan, Shaozhong |  |
| **2** | Working exclusively on MRTK + Unity and Microsoft 365 Guides |  |  | Ryan, Zhengchao, Kyriece, Dylan, Shaozhong |  |
| **3** | Organise Microsoft 365 guides licensing |  |  | Ryan, Zhengchao, Kyriece, Dylan, Shaozhong |  |
| **4** | Create week 5 presentation |  |  | Ryan, Zhengchao, Kyriece, Dylan, Shaozhong |  |