

Group Name and Section	MIME section 03
Meeting Name	MIME Team Meeting
Attendees	Adam, Zeyad, Ting, Muhanned
Date	23/06/2022
Video Link	https://youtu.be/_sruadiXKOs

Agenda Item	Discussion	Next Steps (Include who and when)
How can we improve the way our team works together?	<ul style="list-style-type: none"> - Weekly meeting routine. - Communication 	<ul style="list-style-type: none"> - Weekly Routine: Wednesday 6:00 PM MY.
Let's review how we're tracking against goals	<ul style="list-style-type: none"> - Sprint 4 planning, extra features: - Notification for Order Status - Notification for New Order - Open Shop 	<ul style="list-style-type: none"> - Try to refactor when possible. - Update in group chat.
Blockers	<ul style="list-style-type: none"> - Build problems from sprint 3 that require review/check 	<ul style="list-style-type: none"> - Time constraints/ late Pull requests.
General Team Blockers	Zeyad: FYP, Internship, Time Diff. Muhannad: FYP, Internship, Time diff. Adam: Submissions Ting: Submissions	<ul style="list-style-type: none"> - Be mindful of each other.
Wins	<ul style="list-style-type: none"> - Timeline on track. - Started Sprint 1 earlier. - Presentation. - Finished backlog. 	<ul style="list-style-type: none"> - Great job. - Keep up the momentum. - Submit assignment.
Parking lot		
<ul style="list-style-type: none"> • Upcoming Sprints 		