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| **Group Name** **Meeting Minutes** |

# **Weekly Scrum Meeting Minutes**

# **Meeting No: 1 Week 1**

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| **Date:** | 09/08/2020 |
| **Venue:** | Teams meeting |
| **Attendees:** | Max Simms-Walker, Ethan Nicholas, Paul Curran, Zijun Jia |
| **Apologies:** |  |
| **Copy To:** | - |

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| **No.** | **Issue** | **Discussion** | **Action** | **Member** |
| **1** | Meetings | Team discussed what time weekly meetings should be held | Team decided that meetings should be held at 2:00pm each monday on Microsoft Teams |  |
| **2** | Weekly Objectives | Team decided on the week 3 objectives that must be completed before next meeting | -Objective 1: Complete User stories on Trello  -Objective 2: Complete Use cases  -Objective 3: Set up Github and upload week 3’s work in our repository  -Objective 4: |  |
| **3** |  |  |  |  |
| **4** |  |  |  |  |