

# Meeting Minutes - Meeting #4

## Meeting Details

Date:	13/08/2022
Venue:	MS Teams
Attendees:	Nathan Boc Mevlut Saluk Sankeath Suriya Arachchiralalage Abida Mohammadi Christodoulos Voulismas
Apologies:	N/A
Duration	1 hr

## Information / Decisions

No.	Item
1	Conducted Sprint 0 Retro
2	Conducted Sprint 1 Planning
3	Selected Product Backlog items to add to Sprint 1 Backlog
4	Defined Sprint 1 Goals
5	Finalised Definition of Done

## Action Items

No.	Item	Who	By
1	Finalise PDFs for Milestone 1 submission	Team	2022.08.15
2	Finalise videos for Milestone 1 submission	Team	2022.08.15