Meeting Minutes - Meeting #4

## Meeting Details

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| --- | --- |
| 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

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| --- | --- |
| 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

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| 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 |
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