Meeting Minutes

Weekly Meeting with team Meeting No: 1

Meeting Details

Date:	03/08/2020
Venue:	Teams Channel
Attendees:	Arone Dylan Todd Man
Apologies:	Tein

Information / Decisions

No.	Item
1	Deciding on the format of User Stories: • Each member presented their ideas of formatting user stories • As a team we concluded Man's format to be most suitable and is our approach moving forward.
2	Trello Card Overhaul • Currently, Trello cards are Titled by number of creation. • Trello cards for each task need their titles to have descriptive names

Action Items

No.	Item	Who	By
1	User stories to be completed.	All	04/08
2	Create backlog documentation in excel	Man	06/08