

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	Format of User Stories, Man's format accepted as standard.
2	Trello card titles to have explicitly 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