

Meeting Minutes

Weekly Meeting with team Meeting No: 2

Meeting Details

Date:	07/08/2020
Venue:	Teams Channel
Attendees:	Arone Tein Todd Man
Apologies:	Dylan

Information / Decisions

No.	Item
1	<p>Sprint Planning Notes</p> <ul style="list-style-type: none">Sprint planning notes need to be completedEnsures our team knows what is required and to be finished upon sprint completion
2	<p>Prepare Product Backlogs</p> <ul style="list-style-type: none">Project's backlog(s) need to be completed ensuring each task is accounted for when the project begins.
3	<p>Trello or ClickUp?</p> <ul style="list-style-type: none">Currently on Trello, however it is becoming cluttered and difficult to organise.Todd has experience with ClickUp and has suggested to move there for ease of use.

Action Items

No.	Item	Who	By
1	<p>ClickUp Setup</p> <ul style="list-style-type: none">Setup the appropriate foldersMove Trello content to ClickUp	Todd	07/08
2	<p>Product Backlog</p> <ul style="list-style-type: none">Setup appropriate documentation for ease of	Tein	11/08

	viewing		
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