

# Meeting Minutes

## Weekly Meeting with team Meeting No: 2

### Meeting Details

Date:	14/08/2020
Venue:	Teams Channel
Attendees:	Arone Tein Todd Man Dylan Homy
Apologies:	

### Information / Decisions

No.	Item
1	Sprint 0 Tasks list
2	Feedback on Sprint-1 planning notes by Homy
3	Prepare for Milestone 1 submission

### Action Items

No.	Item	Who	By
1	Sprint 0 Tasks Lists	All Members	17/08
2	Rewrite Sprint-1 planning Notes	Todd	17/08
3	Checklist for Milestone 1 submission	All Members	17/08

