

# 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"><li>Sprint planning notes need to be completed</li><li>Ensures our team knows what is required and to be finished upon sprint completion</li></ul>
2	<p>Prepare Product Backlogs</p> <ul style="list-style-type: none"><li>Project's backlog(s) need to be completed ensuring each task is accounted for when the project begins.</li></ul>
3	<p>Trello or ClickUp?</p> <ul style="list-style-type: none"><li>Currently on Trello, however it is becoming cluttered and difficult to organise.</li><li>Todd has experience with ClickUp and has suggested to move there for ease of use.</li></ul>

### Action Items

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

	viewing		
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