

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 <ul style="list-style-type: none">Seemed good, needed a little more detail and we need to ensure all members are present when planning and retro notes are taking place.
3	Prepare for Milestone 1 submission <ul style="list-style-type: none">The first major submission is coming up, we need to submit all available documentation, code, designs and peer assessment.

Action Items

No.	Item	Who	By
1	Sprint 0 Tasks Lists	All Members	17/08
2	Rewrite Sprint-1 planning Notes <ul style="list-style-type: none">With all members present, we can complete the write-up more efficiently.	Todd	17/08
3	Checklist for Milestone 1 submission	All Members	17/08

