

# 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	Prepare Sprint Planning Notes
2	Prepare Product Backlogs
3	Move to ClickUp

### Action Items

No.	Item	Who	By
1	ClickUp set up	Todd	07/08
2	Product Backlog	Tein	11/08