Meeting Minutes

# Daily Scrum

## Meeting Details

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| Date: | 20/09/2020 |
| Venue: | Teams |
| Attendees: | Ryan Babij  Jordan Sorrenti  Hollie Steinman  Matthies Abera (PO)  Luke Davoli (SM) |
| Apologies: |  |

## Information / Decisions

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| --- | --- |
| No. | Item |
| 1 | Filled out the sprint backlog with the final state of Sprint 3 |
| 2 | Discussed whether or not the sprint backlog required re-prioritisation. No changes were made other than moving a worker user story further up. |
| 3 | We performed a sprint retrospective, the documentation for that is available in the Sprint 3 folder. |
| 4 | All branches were merged into develop to complete the product for the Sprint. |
| 5 | Next meeting Monday after the tut. |

## Action Items

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| --- | --- | --- | --- |
| No. | Item | Who | By |
| 1 | Submit milestone 3 | Luke | Tuesday |
| 2 | Close sprint 3 | Luke | Monday |
| 3 | Sprint planning | Team | Monday |