

PROJECT NAME**Meeting Minutes****Admin Tasks****Meeting No: < 1>****MEETING DETAILS**

DATE:	1/8/2020
VENUE:	Online
ATTENDEES:	Nicholas, Giorady, Thanh
APOLOGIES:	Gihan
COPY TO:	

INFORMATION / DECISIONS

No	ITEM
.	
1	Discord Set-up
2	Google Drive Set-up
3	Allocating User Stories
4	Discussing technologies
5	
6	
7	
8	

ACTION ITEMS

No.	ITEM	WHO	BY
1.1	Every Team Member creates two User Stories	Everyone	4/8/2020
1.2			
1.3			
1.4			
1.5			
1.6			
1.7			
1.8			
1.9			
1.10			