

PROJECT NAME

Meeting Minutes

Admin Tasks

Meeting No: <4>

MEETING DETAILS

DATE:	1/09/20
VENUE:	Online
ATTENDEES:	Giorady, Thanh, Gihan,Nicholas
APOLOGIES:	
COPY TO:	

INFORMATION / DECISIONS

No	ITEM
1	Sprint Review
2	Sprint Retro
3	Sprint Planning
4	
5	
6	
7	
8	

ACTION ITEMS

No.	ITEM	WHO	BY
1.1	Extra User stories		
1.2	Monday 6:30pm		
1.3			
1.4			
1.5			
1.6			
1.7			
1.8			
1.9			
1.10			