PROJECT NAME
Meeting Minutes
Admin Tasks
Meeting No: <2>

MEETING DETAILS

DATE:	5/8/2020
VENUE:	Online, Discord
ATTENDEES:	Gihan, Giorady, Thanh, Nicholas
APOLOGIES:	
COPY TO:	

INFORMATION / DECISIONS

NO.	ITEM
1	Explanation of missed content
2	Task assignment
3	Acceptance Criteria Clarification (Coding or normal Text) - Template available
4	Sprint planning
5	Story Point assignment and complexity discussion
6	Alternate contact numbers
7	
8	

ACTION ITEMS

NO.	ITEM	WHO	BY
1.1	Balancing work load	Everyone	5/8/20
1.2	Starting Sprint one	Everyone	5/8/20
1.3	Meeting Monday - 6:30	Everyone	10/8/20
1.4			
1.5			
1.6			
1.7			
1.8			
1.9			
1.10			