

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

DATE:	16/09/2020
VENUE:	Online
ATTENDEES:	Giorady, Thanh, Gihan,Nicholas
APOLOGIES:	
COPY TO:	

INFORMATION / DECISIONS

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

ACTION ITEMS

No.	ITEM	Who	By
1.1	Sprint Planned.		
1.2	Get as many features as possible completed		
1.3	Only need 3-4 minimum for marks		
1.4	Testing is also required		
1.5			
1.6			
1.7			
1.8			
1.9			
1.10			