

**PROJECT NAME****Meeting Minutes****Admin Tasks****Meeting No: <4>****MEETING DETAILS**

<b>DATE:</b>	11/8/2020
<b>VENUE:</b>	Online, Discord
<b>ATTENDEES:</b>	Gihan, Thanh, Giorady, Nicholas
<b>APOLOGIES:</b>	
<b>COPY TO:</b>	

**INFORMATION / DECISIONS**

<b>NO</b>	<b>ITEM</b>
1	Jira checkup
2	Teacher Happy with Progress
3	Make sure to do Acceptance Testing
4	Booking appointment system is the end product, Owners register business, Clients register themselves, Multi functional services ( Multi Business, Not too specific ie. Barber shop instead of Haircut Or Beard Trim) - Malleable
5	
6	
7	
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**ACTION ITEMS**

<b>No.</b>	<b>ITEM</b>	<b>WHO</b>	<b>BY</b>
1.1	Sprint plan and Retro due before next Teach Meet		
1.2	What's a good number of user stories for M1?		
1.3			
1.4	Tuesday Review, Retro, Planning Meetings 6:30		
1.5	Circle Ci Follow up		
1.6			
1.7			
1.8			
1.9			
1.10			