

# Meeting Minutes

## Weekly Meeting with team/Supervisor

Meeting No: 10

### Meeting Details

Date:	08/09/2020
Venue:	Microsoft Teams
Attendees:	Andy Chung Yue Sun Sai Yang Mohamad Ali
Apologies:	Andrew Pratt (Absent) Jamal Ibaida (Absent)

### Information / Decisions

No.	Item
1	Ensure all both sprint and product backlog are maintained and have correlating acceptance tests.
2	Sprint backlog
3	Continue working and do milestone 2.

### Action Items

No.	Item	Who	By
1	Sprint planning notes	Sai	10/09/2020
2	Sprint backlog 2	Sai	10/09/2020
3	Sprint backlog 3	Yue	10/09/2020