

# Meeting Minutes

Weekly Meeting with team/Supervisor

Meeting No: 8

## Meeting Details

Date:	22/08/2020
Venue:	Microsoft Teams
Attendees:	Andy Chung Yue Sun Sai Yang
Apologies:	Andrew Pratt (Absent) Jamal Ibaida (Absent)

## Information / Decisions

No.	Item
1	Sprint planning notes.
2	Do the SparkPLUS peer evaluations.
3	Continue working and prepare milestone 2.

## Action Items

No.	Item	Who	By
1	Sprint planning notes	All	23/08/2020
2	Do the SparkPLUS peer evaluations.	All	22/08/2020