Meeting Minutes

# Weekly Meeting with team/Supervisor

# Meeting No: 3

## Meeting Details

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| Date: | 03/08/2020 |
| Venue: | Discord |
| Attendees: | Angela Alviano  Alin Cimpean  Grace Kerr  Su-Kuen Koh  William Guida |
| Apologies: | N/A |

## Information / Decisions

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| --- | --- |
| No. | Item |
| 1 | Product backlog refinement |
| 2. | User story task descriptions |
| 3 | Scrum effort numbers |
| 4 | Start sprint planning and sprint backlog soon after completion |
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## Action Items

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| --- | --- | --- | --- |
| No. | Item | Who | By |
| 1 | Product backlog completion | Everyone | 17/07/2020 |
| 2. | Scrum poker | Everyone | 3/08/2020 |
| 3. | Sprint backlog beginning | Alin | 3/08/2020 |
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