Meeting Minutes

# Weekly Meeting with team/Supervisor

# Meeting No: 13

## Meeting Details

|  |  |
| --- | --- |
| Date: | 25/09/20 |
| Venue: | Discord |
| Attendees: | Angela Alviano  William Guida  Su-Kuen Koh  Alin Cimpean  Grace Kerr |
| Apologies: | N/A |

## Information / Decisions

|  |  |
| --- | --- |
| No. | Item |
| 1 | Milestone 3 commenced |
| 2 | Sprint 3 planning finalised |
|  |  |

## Action Items

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | Who | By |
| 1 | Milestone 2 was submitted earlier in the week on Tuesday so now that we’ve had a bit of a break from the assignment we will begin milestone 3 and sprint 3 today, we felt not doing any work for the assignment would do us well for future work. | Team | 25/09/20 |
| 2 | As a team we discussed what product backlog items we would be doing for the third sprint and finalised those in the sprint backlog and began to allocate those tasks to each person. | Team | 25/09/20 |
|  |  |  |  |