Week 2 - Wednesday

🕐 Created	@Jul 29, 2020 6:15 PM
👤 Created By	Ⓐ Austin Lay
🕐 Last Edited Time	@Jul 29, 2020 7:41 PM
👥 Participants	Ⓐ Austin Lay 🎮 Joshua Monaghan-Landy Ⓓ Daniel Ong 🅓 Danny Khuu Ⓜ Muhammad Tariq

Meeting Time: 2hrs 10min

Weekly Meeting with Team

Meeting No: 2

Meeting Details

Aa Date:	≡ 29/07/20
Venue:	MS Teams
Apologies:	N/A

Information / Decisions

Aa No.	≡ Item
0	Confusion with worker selecting when they are available not mentioned in functional requirements
1	Product backlog subject to being edited after each sprint, save a version of the current backlog before editing
Untitled	

Action Items

Aa No.	≡ Item	≡ Who	≡ By
0	Assign effort points to product backlog items (scrum poker)	all team members	all team members
1	Read spec as a team, highlighted important points	all team members	all team members

By next scrum meeting:

Definition of Done

Sprint planning