**Meeting Minutes**

Meeting 24/08/2020

Meeting Details

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| **Date** | 24/08/2020 |
| **Venue** | Microsoft teams |
| **Attendees** | Anson Guang Ping Go, Siddhartha Raju Chandra Vani, Hui Alvin Markus, Ashraf Miari, Amir Homayoon Ashrafzadeh |
| **Apologies** | N/A |

Information / Decisions

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| --- | --- |
| **No.** | **Item** |
| 1 | Finish working on framework |
| 2 | Do burndown chart |
| 3 | Reorganise sprint board |

Action Items

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| **No.** | **Item** | **Who** | **By** |
| 1 | Finish working on framework | Ashraf Miari | 25/08/2020 |
| 2 | Do burndown chart | Ashraf Miari | 26/08/2020 |
| 3 | Reorganise sprint board | Anson Guang Ping Go, Siddhartha Raju Chandra Vani, Hui Alvin Markus, Ashraf Miari | 24/08/2020 |