

# Meeting minutes: 1 hr 12 mins

Sprint retro 1, Sprint 2 planning and meeting with Product Owner

Meeting No: 11

## Meeting Details

Date:	9/9/2021
Venue:	Microsoft teams
Attendees:	Mac Arriero s3812132 - Scrum Master and development team Jehan Perera s3720135 - Development team Abdulrahman Ali s3763122 - Lead Developer Rohan Poorun s3843078 - Development team Aditya Kerhalkar s3844647 - Development team
Apologies:	

## Information / Decisions

No.	Item
1	Integrate (merge) any unmerged completed features from sprint 1
2	Sprint 2 planning
3	Sprint retro
4	More contributions on sprint 2
5	Better communication

## Action Items

No.	Item	Who	By
1	Let Abdul and everyone know what stories you would like to do by Sunday	Everyone	Everyone
2	Complete uncompleted features by Sunday	Jehan And Rohan	Jehan & Rohan
3	Respond to daily scrums in the MS chat when posted	Everyone	Everyone
4	Failure to attend meetings and daily scrum in the future will result to fewer contribution marks.	Everyone	Everyone
5			

