

Meeting Minutes: 3 hours

Weekly Meeting with team

Meeting No: 4

Meeting Details

Date:	12/8/2021
Venue:	Microsoft Teams
Attendees:	Mac Arriero Aditya Kerhalkar Jehan Perera Abdulrahman Ali Rohan Poorun
Apologies:	N/A

Information / Decisions

No.	Item
1	DOD
2	Check the checklist for milestone 1
3	Sprint retro
4	

Action Items

No.	Item	Who	By
1	Submit milestone 1	Mac	Mac
2			
3			
4			
5			