

# Meeting Minutes

## Weekly Meeting with team/supervisor

Meeting No: 05

### Meeting Details

Date:	17/08/2021
Venue:	Microsoft Teams
Attendees:	Andrew Nhan Trong Tran, Shihab Sami, Ryan Dineth Samarakoon, Matthew Amos Woolley
Apologies:	N/A

### Information / Decisions

No.	Item
1	Started Sprint 1
2	Sprint Planning
3	
4	
5	

### Action Items

No.	Item	Who	By
1	Update Jira Backlog for Sprint 1	Team	21st

**Minutes submitted by:** Andrew Nhan Trong Tran

**Minutes approved by:** Shihab Sami