

Meeting Minutes

Weekly Meeting with team/supervisor

Meeting No: 01

Meeting Details

Date:	03/08/2021
Venue:	Microsoft Teams
Attendees:	Andrew Nhan Trong Tran, Shihab Sami, Ryan Dineth Samarakoon
Apologies:	Matthew Amos Woolley

Information / Decisions

No.	Item
1	Decided on product backlog items
2	Finalised user stories
3	Transferred product backlog to Jira
4	Decided on roles and tools to be used
5	Divided tasks to be done by each team member before the next meeting

Action Items

No.	Item	Who	By
1	Set up the product backlog on Jira	Team	Andrew
2	Proofread user stories	Team	Everyone

Minutes submitted by: Andrew Nhan Trong Tran

Minutes approved by: Shihab Sami