Meeting Minutes

Weekly Meeting with team/supervisor

Meeting No: 02

Meeting Details

Date:	05/08/2021
Venue:	Microsoft Teams
Attendees:	Shihab Sami, Ryan Dineth Samarakoon, Matthew Amos Woolley, Andrew Nhan Trong Tran
Apologies:	N/A

Information / Decisions

No.	Item
1	Finalizing product backlog
2	Spring Planning Notes
3	Finalizing transfer of product backlog to Jira
4	Finalizing Spring planning notes
5	Set up GitHub and base code

Action Items

No.	Item	Who	By
1	Finalized product backlog	Matt	Matt
2	Started defining the DoD	Shihab	Shihab
3	GitHub	Ryan	Ryan

Minutes submitted by: Andrew Nhan Trong Tran
Minutes approved by: Shihab Sami