

Meeting Minutes

Weekly Meeting with team/supervisor

Meeting No: 03

Meeting Details

Date:	10/08/2021
Venue:	Microsoft Teams
Attendees:	Shihab Sami, Matthew Amos Woolley
Apologies:	Ryan Dineth Samarakoon, Andrew Nhan Trong Tran

Information / Decisions

No.	Item
1	Finalising definition of done
2	Decided on tool to use for wireframe
3	Updated Spring planning notes
4	
5	

Action Items

No.	Item	Who	By
1	Finalized product backlog	Matt	Matt
2	DoD	Shihab	Shihab
3			

Minutes submitted by: Andrew Nhan Trong Tran

Minutes approved by: Shihab Sami