Meeting Minutes

# Weekly Meeting with team/Supervisor

# Meeting No: 03/10/2021

## Meeting Details

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| Date: | 03/10/2021 |
| Venue: | MS Teams |
| Attendees: | Jack HL  Jacob McEwan  Ming Dong  Moritz Hauptmann |
| Apologies: | N/A |

## Information / Decisions

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| --- | --- |
| No. | Item |
| 1 | Review spring 2 |
| 2 | Start sprint 4 planning |
| 3 | Deciding the estimated user stories points |
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## Action Items

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| --- | --- | --- | --- |
| No. | Item | Who | By |
| 1 | Filling the sprint retro | everyone | 03/10/2021 |
| 2 | Estimating stories points for sprint 4 | everyone | 03/10/2021 |
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