Meeting Minutes

# Weekly Meeting with team/Supervisor

# Meeting No: 12

## Meeting Details

|  |  |
| --- | --- |
| Date: | 13/09/2021 |
| Venue: | Microsoft Teams |
| Attendees: | Moritz Hauptmann, Minggang Dong, Jacob McEwan. Jack Hollis-London |
| Apologies: | N/A |

## Information / Decisions

|  |  |
| --- | --- |
| No. | Item |
| 1 | Sprint 0 Retro |
| 2 | Sprint 1 Planning |
| 3 | Sprint 1 Task Breakdown |
| 4 | Sprint 1 Estimation |
| 5 | Upload documentation to GitHub and canvas and submit |

## Action Items

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Item | Who | By |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |