🧾 Customer Meeting Template – Fog Carport

# Meeting Info

Date: [Insert date]

Sprint #: [Sprint 1–4 or buffer week]

Attendees: [Team names + Teacher]

Meeting Type: Review / Planning / Feedback / Clarification

# Agenda (Example)

1. Review current sprint progress (demos if relevant)

2. Show changes based on last feedback

3. Present current blockers or uncertainties

4. Clarify next steps and upcoming tasks

5. Collect new feedback

6. Update backlog if needed

# What We’ve Done Since Last Meeting

[List key features or improvements delivered]

# Feedback & Clarifications Needed

[List any open questions, confirmations, or decisions to be made]

# Next Steps / Commitments

[List tasks to focus on next, including anything the teacher/customer asked to prioritize]

# Notes & Quotes

[Important comments, decisions, or insights from the customer]

# Attachments or References

[Screenshots, links to GitHub/Figma, demo video, etc. if applicable]

# Responsible Roles

Task | Responsible | Deadline

Example: Finalize contact form UI | Mia (Scrum Master) | [Insert date]

# Prepared by

[Your team name or members]

Next meeting planned: [Insert date]