

Group Name and Section	Techsquad 03
Meeting Name	Cheetah project meeting
Attendees	Song Jiyoona, Chen Yiqiu, Zeiad Wael Mohamed
Date	19/5/2022
Video Link	https://drive.google.com/file/d/139zq_Q61SZ4V5JtcGT1Mi3vuqKX46ECk/view?usp=sharing

Agenda Item	Discussion	Next Steps <i>(Include who and when)</i>
How can we improve the way our team works together?	<ul style="list-style-type: none"> • update progress in github • use gmeet for communication • distribute equally for each tasks 	<ul style="list-style-type: none"> • jiyoona update github project progress
Let's review how we're tracking against goals	<ul style="list-style-type: none"> • finish sprint2 in next two weeks • finish uncompleted part in sprint1 	<ul style="list-style-type: none"> • Yiqiu finish signout function and sprint 2 function by 28/5. • Zeiad finished forgetting the password function and sprint 2 function by 28/5. • Jiyoona finish sprint 2 function by 28/5.
Blockers	<ul style="list-style-type: none"> • review sprint 1 • review sprint 2 after finish sprint 1 	<ul style="list-style-type: none"> • Yiqiu review sprint 1. • Zeiad reviews sprint 2.
Wins	/	/
Parking lot		
<ul style="list-style-type: none"> • adjust sprints 		