

MEETING MINUTES		
Project Name	URXperience	
Meeting Name	Project idea discussions	
Meeting Facilitator	All members	
Meeting Details	September 20th, 2022	
Meeting Invitees	Favor, Dinesh, Dhruv, Abraham	
Minutes:		
Topic	Summary of Discussion/Decision	
Planning For Scrum 1	Reviewed deliverables as a team, and reviewed documentation required. Made a folder on google drive for documentation	
Assigning tasks	Each Group member picked a document to work on and complete. Team will help each member were necessary	
Making project kanban on github	Decided to make updates to github, and create a project kanban with assigned tasks. Decided on To Do, Doing, Done. Tasks were created and assigned to each individual. Updates will be ongoing.	
Action Items:		
Description of Action	Assigned to	Date Required
Each group member will work on their assigned documentation for scrum 1	All Members	September 24th
Create powerpoint for scrum 1	Dhruv	Sep 24th

