| **MEETING MINUTES** | | | |
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| **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  Assigning tasks  Making project kanban on github | | Reviewed deliverables as a team, and reviewed documentation required. Made a folder on google drive for documentation  Each Group member picked a document to work on and complete. Team will help each member were necessary  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. | |
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| **Action Items:** | | | |
| **Description of Action** | | **Assigned to** | **Date Required** |
| Each group member will work on their assigned documentation for scrum 1  Create powerpoint for scrum 1 | | All Members  Dhruv | September 24th  Sep 24th |
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