**MEETING MINUTES: SUMO DIGITAL GROUP PROJECT GROUP 15**

Date of Meeting: 20/03

Time of Meeting: 12:30 pm

Attendees: Toby White, Eduard Iablonschi, Kallum Lennox, Harrison Went

Apologies from:

**Item One: Postmortem of previous week**

What went well: We’ve had a meeting and discussed that we need to be more accurate with logging time. We also agreed to set more time-accurate tasks, as well as allocating tasks to each of us to cover, meetings, minutes, and allocating tasks.

What went badly:

Feedback Received: Rob Kurta: We need to be more attentive to logging time on tasks. We also need to start allocating tasks for meetings, writing minutes and setting tasks on Jira to ensure that the time we’ve worked is accurate.

**Item 2:- Any Other Business**

Meeting Ended: 13:00 pm

Minute Taker: Toby White, Eduard Iablonschi