

Meeting Minutes



Date and Time	30/01/2026 1:10 PM
Project Name	Study Buddy
Meeting Goal	<ul style="list-style-type: none">• Sprint 1 discussion• Choose project
Facilitator	Lan
Note taker	Lan
Attendees	Ali, Nilay, Lan, Maywon, Tavishi
Roundtable Updates (each group member to contribute)	.Group members updated (addition of one new group member)
Discussion points	.Project .Sprint 1
Actions (list tasks and assign a group member)	.Project Management (Tavishi) .Project Scaffolding (Ali) .[PDF] At least two personas defined (Maywon) .[PDF] Ethical issues identified and discussed (Nilay) .[PDF] Meeting records completed and included (Lan)

