Sprint - Meeting Minutes

Weekly Meeting with team

Meeting No: Sprint 2

Meeting Details

Date:	27/08/2019
Venue:	RMIT 8.9.31 – Weekly Tutorial
Attendees:	Jeremy Bereszkowski Ye Wyn Daniel Ho Adrian Teoh
Apologies:	N/A

Information / Decisions

No.	Item
1	Milestone 1 has been submitted, Sprint 1 Complete, Project v1.0 Released
2	Set out tasks for next sprint and next scrum
3	Retro with tutor

Action Items

No.	Item	Who	By
1	Check work progress	All	Next Scrum
2	Update Trello board	All	Next Scrum