

Scrum - Meeting Minutes

Weekly Meeting with team

Meeting No: Sprint 1 Scrum 4

Meeting Details

Date:	13/08/2019
Venue:	RMIT 8.31 - Tutorial
Attendees:	Jeremy Bereszkowski Ye Wyn Daniel Ho Adrian Teoh
Apologies:	N/A

Information / Decisions

No.	Item
1	Check in with supervisor
2	Update Trello board with work progression
3	Set goals for coming Scrum
4	Establish requirements for Milestone 1

Action Items

No.	Item	Who	By
1	Check work progress	All	Next Meeting
2	Begin prep of Milestone 1 Submittable content	Jeremy	24/08/19