Scrum - Meeting Minutes

Weekly Meeting with team

Meeting No: Sprint 1 Scrum 6

Meeting Details

Date:	20/08/2019
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	Assess work completed on new API
3	Reassign work for coming scrum
4	Prepare for end of Sprint 1 on 26/8/19

Action Items

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