Scrum - Meeting Minutes

Weekly Meeting with team

Meeting No: Sprint 1 Scrum 2

Meeting Details

Date:	06/08/2019
Venue:	RMIT 8.31 - Tutorial
Attendees:	Jeremy Bereszkowski Ye Wyn Daniel Ho Adrian Teoh
Apologies:	N/A

Information / Decisions

No.	Item
1	Reaffirm roles/responsibilities of team members
2	Check in with supervisor
3	Update Trello board with work progression

Action Items

No.	Item	Who	By
1	Check work progress	All	Next Meeting
2	User Stories + Product Backlog require improvement	Jeremy, Daniel	Next Meeting