

# Meeting Agenda

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Team: 23andMe Date: April 22, 2021 Time: 6:00 PM

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## Topic 1: Project Roadmap

1. Miro Link to Mind Map: [https://miro.com/app/board/o9J\\_lJNiW04=/](https://miro.com/app/board/o9J_lJNiW04=/)
2. Miro Link to Kanban Board: [https://miro.com/app/board/o9J\\_lIMbGFM=/](https://miro.com/app/board/o9J_lIMbGFM=/)
3. Create a timeline and list of priority development steps from MindMap and plan them into Kanban

## Meeting Notes

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- Created Kanban Board and discussed how we should approach development
- Notion for sprint planning and delegation and tasks

## Action Items

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- Sophia, Caroline, Chris, Yuchen: come up with design layout for bullet journal website by next Thursday

## Meeting Attendance (just place initials next to your name):

Bas Beeuwsaert: BB

Caroline Xiong: CX

Christopher Yoon: cy

Daniel Huynh: dh

Kent Utomo: ku

Michael Fu: MF

Sophia Lui: SL

Wen Tian: wt

Yuchen Jin: yj