| **Meeting/Project Name** | | Zookeeper enhancement system | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Date of Meeting:** | | 17/8/2020 | | | | | **Start time** | 9:30 AM | | |
| **Location** | | Online | | | | | **End time** | 11:30 AM | | |
| **Host** | | Viet Duc Hoang | | | | | **Duration** | 2 hours | | |
| 1. Meeting Objective(s) | | | | | | | | | | | |
| 1. Requirement gathering session 2. Zookeeper backlog discussion 3. Azure DevOps training | | | | | | | | | | | |
| 2. Attendance | | | | | | | | | | | |
| **Present** |  | | | | | | | | | |
| ECU Interns | | | Signature | | | Zoodata staff | | | | Signature |
| Viet Duc Hoang (Viet) | | |  | | | Sarah Amy Joseph | | | |  |
| Phuc Duy Tran (Nathan) | | |  | | |  | | | |  |
| Harmanpreet Kaur (Harry) | | |  | | |  | | | |  |
| 3. Agenda, Decisions, Issues | | | | | | | | | | | |
| **Topic / Discussion notes** | | | | | | | **Discussion led by** | | | |
| * Requirement gathering session * Zookeeper functionality improvement * Backlogs * Azure DevOps training | | | | | | | *ECU Interns:*   * Viet Duc Hoang (Viet) * Duy Phuc Tran (Nathan) * Harmanpreet Kaur (Harry)   Zoodata staff:   * Sarah Amy Joseph * Jinho Jang | | | |
| 4. Action Items | | | | | | | | | | | |
| **Action** | | | | | | | **Responsible** | | **Due Date** | |
| Backlog | | | | | | | ECU Interns | | 30 Oct, 2020 | |
| Azure DevOps training | | | | | | |  | |  | |
| 5. Next Meeting | | | | | | | | | | | |
| Date: |  | | | Time: |  | | Location: Zoodata office | | | |
| **Objective(s):** |  | | | | | | | | | | |

# **Meeting minutes #2**