

# Meeting Minutes(150min)

Weekly Meeting with team/Supervisor

Meeting No: 2

## Meeting Details

Date:	14/08/2017
Venue:	Teems meeting
Attendees:	Everyone
Apologies:	N/A

## Information / Decisions

No.	Item
1	Discuss the effort number
2	Discuss what should be done in the sprint1
3	Discuss and assign tasks, See Action Items

## Action Items

No.	Item	Who	By
1	Write all the AC,	Toby, Yuxiang Fuqing	Toby, Yuxiang Fuqing
2	Write tasks for sprint 1	Huikai	Huikai
3	Write Planning and retro	Yezi	Yezi
6	Add user stories to product backlog and add effort number	everyone	everyone