Sprint 1: Scrum Meeting 1 - Meeting minutes

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| Location: | Microsoft Teams Meeting |
| Date: | July 06, 2023 |
| Time: | 8:30 PM |
| Attendees: | Shefali Upadhyaya, Iona Thomas, Ashu Kumar, Hani Saravanan, Jothi Basu Lkv, SanVinoth Pacham Sri Srinivasan |

# Agenda items

1. Project Description Discussion
2. Project Approach and Technology Discussion
3. Team Member Roles Assignment
4. Team Members Sprint 1 Tasks Assignment

| Action items | Owner(s) | Deadline | Status |
| --- | --- | --- | --- |
| Creation of README.md | Shefali, Ashu | July 12, 2023 | Assigned |
| Developing User Stories | All | July 12, 2023 | Assigned |
| Creating Tasks Breakdown document | Shefali, Iona | July 12, 2023 | Assigned |
| Noting down the Meeting Minutes | Iona | July 06, 2023 | Completed |