Meeting Minutes

Weekly Meeting with team/Supervisor

Meeting No: 2

Meeting Details

Date:	9/8/2022
Venue:	Microsoft Teams
Attendees:	Lachlan Van Der Klift Yongjie Shi Max Foord Cal Lamshed Myeonghoon Sun
Apologies:	N/A

Information / Decisions

No.	Item
1	Get user stories done by Thursday for cross checking before getting anything else done (GWT).
2	Scheduled regular Meet before class on Thursday 4:00pm for combining user stories for further expansion into product backlog criteria.
3	Once user stories are completed we will use them to finish product backlog and then continue to devise our product.

Action Items

No.	Item	Who	By
1	Write user stories and compare so essential user stories are added while non-essential/non-relevant stories are discarded (narrowing down).	Everyone	11/8/2022