Meeting Minutes

Weekly Meeting with team/Supervisor

Meeting No: 4

Meeting Details

Date:	15/8/2022
Venue:	Tutorial
Attendees:	Lachlan Van Der Klift Yongjie Shi Max Foord Cal Lamshed Myeonghoon Sun
Apologies:	N/A

Information / Decisions

No.	Item
1	Product backlog concluded alongside story points
2	Sprint 1 backlog concluded using priority product backlog on top of designated effort points
3	Assigned people to tasks in sprint 1 backlog
4	Concluded sprint 0
5	Concluded sprint 0 retrospective

Action Items

No.	Item	Who	By
1	Complete sprint 1 items	Everyone	29/8/2022
2	Fill in contribution list	Everyone	16/8/2022