Meeting Minutes

# Weekly Meeting with team/Supervisor

# Meeting No: 1

## Meeting Details

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| Date: | 27/07/2020 |
| Venue: | Microsoft Teams |
| Attendees: | Kaushal Gawri  Mark Johnson  Ryan Kelly  Prabhav Mohit Mehra  Muhammad Tariq |
| Apologies: | N/A |

## Information / Decisions

|  |  |
| --- | --- |
| No. | Item |
| 1 | Created a GitHub repository |
| 2 | Decided on the use of teams for communication |
| 3 | Created a ClickUp board for project |
| 4 | Decided on Saturday 12:00 for additional meeting time |
| 5 | Created a one drive folder for documents relating to the project |
| 6 | Created a list of product backlog items |

## Action Items

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| No. | Item | Who | By |
| 1 | Create at least one user story | Everyone | Everyone |
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