Meeting Minutes

# Weekly Meeting within team

# Meeting No: 2

## Meeting Details

|  |  |
| --- | --- |
| Date: | 04/08/2021 |
| Venue: | Microsoft Team |
| Attendees: | Mehmet Ali Kir  Ningthouba Nahakpam  Yutai Tong  Zhihao Zhong  Bohan Cheng  Ci Song |
| Apologies: | N/A |

## Information / Decisions

|  |  |
| --- | --- |
| No. | Item |
| 1 | Product backlog creating |
| 2 | Sprint backlog initializing |
| 3 | Roles confirmation |
| 4 | Definition of done checklist creating |
| 5 | Basic code construction design, framework used discussion, experience sharing |

## 

## Action Items

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Item | Who | By |
| 1 | Product Backlog | Bookeroo Project | all |
| 2 | Sprint backlog for sprint 1 | Bookeroo Project | all |
| 3 | Documentations for sprint(This meeting minutes, sprint planning & retro notes) | Bookeroo Project | all |
| 4 | Definition of done checklist | Bookeroo Project | all |
| 5 | N/A | N/A | N/A |