Meeting Minutes

# Weekly Meeting within team

# Meeting No: 3

## Meeting Details

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| --- | --- |
| Date: | 11/08/2021 |
| Venue: | Microsoft Team |
| Attendees: | Ningthouba Nahakpam  Yutai Tong  Zhihao Zhong  Bohan Cheng  Ci Song |
| Apologies: | N/A |

## Information / Decisions

|  |  |
| --- | --- |
| No. | Item |
| 1 | Product backlog updating |
| 2 | Sprint backlog for sprint 1 updating |
| 3 | Definition of Done checklist updating |
| 4 | Tools preparations, such as setting up Jira, Github etc. |
| 5 | User stories updating, covering more conditions and requirements |

## 

## Action Items

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| --- | --- | --- | --- |
| No. | Item | Who | By |
| 1 | Product Backlog | Bookeroo Project | all |
| 2 | Sprint backlog for sprint 1 | Bookeroo Project | all |
| 3 | Documentations for Scrum(This meeting minutes, sprint planning & retro notes) | Bookeroo Project | all |
| 4 | Definition of done checklist | Bookeroo Project | all |
| 5 | User Stories list in a complete version | Bookeroo Project | all |