

# Team Meeting

21 OCTOBER 2020 | 9:30 AM PST | DISCORD

## Attendees

Rachelle Gelden, *Tech Lead*  
Jeff Hatton, *QA Lead*  
Alex Qin, *Client Liaison*  
Parsa Rajabi, *Project Manager*

## Agenda

### Last Meeting Follow-up:



### New Business:

High Priority = Red

Med Priority = Orange

Low Priority = Green

Topic of Discussion	By	Action (Y/N)
→ Standup ( <b>5 mins/person</b> - aim to bring down to <b>2 mins/person</b> ) <ul style="list-style-type: none"><li>◆ What have you done since the last time we met?</li><li>◆ What are you working on until the next time we meet?</li><li>◆ Do you have any road blockers?</li></ul>	PR	N
→ Retrospective <ul style="list-style-type: none"><li>◆ <a href="https://app.asana.com/0/1198879778555229/board">https://app.asana.com/0/1198879778555229/board</a></li></ul>	PR	
→ Sprint Planning	PR	
→ Common Workblocks	PR	
→		
→ Twila questions - request wireframes for client meetings from A/B	JH	Y?
→ Gitstats update <ul style="list-style-type: none"><li>◆ Multiple labels are allowed now</li></ul>		
→		
→		

## Notes



## Decisions



## Action Items

Note: all action items should be made into GitHub issues

### Everyone



### Parsa



### Alex



### Rachelle



### Jeff



### Questions for Bowen

- 1.

### Questions for Twila

- 1.

### Future Items:

- 1.