Minutes 4

Meeting of: Superstars

Held at: Alice Hoy 109

Date: 08/05/17

From: 1:15pm – 2:15pm

Opening:

The regular meeting of the Superstars was opened at 1:15pm on 08/05/17 in Alice Hoy by Zheping Liu.

Present:

Qian Kuan, Sheng Wu, Zheping Liu, Ao Li, Lilian Chan

Approval of agenda:

The agenda was unanimously approved as distributed.

Approval of minutes

The minutes of the previous meeting were unanimously approved as distributed.

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| --- | --- | --- | --- | --- | --- |
| Project Plan: Week 9, Date 01/05/17 | | | | | |
| Task | Resources | Estimated Time | Actual Time | Completed | Comment |
| |  | | --- | | Review survey from clients | | All | 5 hours | 5 hours | yes | All good   |  | | --- | |  | |
| Evaluate and rank features | All | 5 hours | 5 hours | yes | All good |
| Groom product backlog | Ao | 5 hours | 5 hours | yes | All good |

The minutes plan for this week meeting.

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| --- | --- | --- |
| Task | Resources | Estimated Time |
| Review business objectives | Kuan | 3 hours |
| Select features to be released and provide reasoning | All | 3 hours |
| Create sprint backlog | Sheng | 5 hours |
| Plan features to be released | All | 5 hours |

Next meeting

The next general meeting will be at 1:15pm on 15/05/17 at Alice Hoy 108.

Minutes submitted by: Zheping Liu

Approved by: All