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| **Group 13****Meeting Minutes: 48minutes** |

# **Weekly Scrum Meeting Minutes**

# **Meeting No: 1 Week 1**

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| **Date:** | 15/08/2020 |
| **Venue:** | Micorsoft Team Meeting |
| **Attendees:** | Shiyu Chen, QingZhao Liu, Jerome Youssef, Hanwu Yu, HaoMing Tian |
| **Apologies:** |  |
| **Copy To:** | - |

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| **No.** | **Issue** | **Discussion** | **Action** | **Member** |
| **1** | Requirements Of Project | Discuss about the project requirement of Milestone 1. | Shiyu has talk about her understanding of the Milestone 1 so far.  Then Jerome were discuss with her to make sure the work is right. | Shiyu Chen, QingZhao Liu, Jerome Youssef, Hanwu Yu, HaoMing Tian |
| **2** | Deliver Works | Decide the works. | Jerome were take C1 part.  HaoMing were take A2 part.  Shiyu were take the manage of ClickUP and Github and the documents.  Hanwu Yu take C6 part.  QingZhao take one of the C1 and A1 each. | Shiyu Chen, QingZhao Liu, Jerome Youssef, Hanwu Yu, HaoMing Tian |
| **3** | Fix the misunderstanding | Discuss how many UCTD and User Stories we exactly need and talk about what we done wrong. | All our members to fix their works | Shiyu Chen, QingZhao Liu, Jerome Youssef, Hanwu Yu, HaoMing Tian |
| **4** |  |  |  |  |