Meeting Minutes

Weekly Meeting with team/Supervisor

Meeting No: Sprint 0 Retro

Meeting Details

Date:	15/08/2022
Venue:	Online
Attendees:	Runhui Zhou (nic) Oliver Guzowski Kelvin Tran Ashleigh Mildern Aishwarya Singh
Apologies:	N/A

Information / Decisions

No.	Item
1	Good team building through communications and scrum poker
2	Some meetings cancelled, need to work on availability and consistent meetings
3.	Allocation of work can be improved to avoid duplicating and overwriting
4.	Managed to finish all tasks but rushed towards the end

Action Items

No.	Item	Who	By
1.	Make a regular time/date for scrum meetings	Everyone	Everyone
2.	Allocating scrum master		Everyone
3.	Setting tasks for each member and setting a finish date		Everyone