

Meeting Minutes

Weekly Meeting with team/Supervisor

Meeting No: 18

Meeting Details

Date:	11/10/2021
Venue:	Discord
Attendees:	Daniel Rylan Justin Mo
Apologies:	N/A

Information / Decisions

No.	Item
1	Assess what user stories are left over and need to be completed
2	Begin preparing Sprint 4 planning notes + backlog
3	Completing Sprint 3 documentation (retro notes)

Action Items

No.	Item	Who	By
1	Begin preparing Sprint 4 planning notes	The team	Next meeting
2	To complete the rest of the user stories left	Mohammed and Rylan	Next meeting