

Meeting Minutes

Weekly Meeting with team/Supervisor

Meeting No: 2

Meeting Details

Date:	4/8/21 Week 3
Venue:	Collaborate Ultra
Attendees:	Mohummad Ross Allister Jeffrey
Apologies:	N/A

Information / Decisions

No.	Item
1	Discussed deliverables of Sprint 0 (Milestone 1)
2	Got everyone on Jira project
3	Discussed questions for Friday tutorial

Action Items

No.	Item	Who	By
1	Add DoDs, and GWTs	All	6/8/21