

# Meeting Minutes

## Sprint Meeting Week 4

Meeting No: 3

### Meeting Details

Date:	9/8/21 Week 3
Venue:	Teams
Attendees:	Mohammed Ross Allister Jeffrey
Apologies:	N/A

### Information / Decisions

No.	Item
1	Sprint Planning

### Action Items

No.	Item	Who	By
1	Clean prod backlog, create sprint backlog, update Jira, create Retro	Jeff	11/8/21