

Meeting Minutes

Weekly Meeting with team/Supervisor

Meeting No: 1

Meeting Details

Date:	30/7/21
Venue:	Collaborate Ultra (Tute week 2)
Attendees:	Mohummad Ross Allister Jeffrey
Apologies:	N/A

Information / Decisions

No.	Item
1	Discussed assignment specification.

Action Items

No.	Item	Who	By
1	Create product backlog with 20 user stories	All	N/A
2	Clean-up product backlog wording and formatting	Jeffrey	30/7/21