Meeting Minutes

# Sprint Meeting Week 10

# Meeting No: 10

## Meeting Details

|  |  |
| --- | --- |
| Date: | 29/9/21 Week 10 |
| Venue: | Teams |
| Attendees: | Mohammed  Ross  Allister  Jeffrey |
| Apologies: | N/A |

## Information / Decisions

|  |  |
| --- | --- |
| No. | Item |
| 1 | Conducted Sprint Planning |

## Action Items

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Item | Who | By |
| 1 | Assign tasks | Jeff | 29/9/21 |
| 2 | Sprint Backlog | Jeff | 29/9/21 |