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| Meeting Minutes  Grown-Ups Next-Door! | | | | |
| Meeting Date: | **07.09.2020** | Team Members: | **Avantika Karki** | **1499258** |
| Meeting Time: | **09:00 am** | **Chao Feng Huang** | **1391571** |
| Meeting Location: | **Zoom Meeting** | **Suchi Undevia** | **1369059** |
| Closing Time: | **10:00 am** | Apologies: | **All Attending** | |
| Item Number | Topics, Actions, and Discussions | | | Initials |
| 1.0 | Sprint Backlog | | |  |
| 1.1  1.2  1.3  1.4  1.5  1.6 | Select user stories for first sprint.  Create spreadsheet.  Allocate user stories  Acceptance criteria to be listed  Split user stories into tasks  Discuss and split workload of tasks | | | All  AK All  JH  All  All |
| 2.0 | Impediments | | |  |
| - | None | | | - |
| 3.0 | Story Points Estimation | | |  |
| 3.1 | Story points estimation. | | | All |
| 4.0 | Tasks Pending | | |  |
| 4.1 | Add tasks to YouTrack board. | | |  |
| 5.0 | Coding Challenges | | |  |
| 5.1 | Deploying it to Heroku | | | SU |
| 6.0 | Presentation | | |  |
| 6.1  6.2 | Categorise user stories.  Retrospective notes. | | | JH  AK |
| 7.0 | Other Notes | | |  |
| - | None | | | - |