# **MEETING MINUTES**

| **Meeting/Project Name:** | GrownUpsNextDoor! | | |
| --- | --- | --- | --- |
| **Date of Meeting:** | 24.08.2020 | **Time:** | 9:30am |
| **Meeting Facilitator:** | Suchi | **Location:** | Zoom |

|  |
| --- |
| 1. Meeting Objective |
| Environment Setup discussion and Initial Backlog Discussion  Web Hosting  Amazon Web Services  YouTrack Agile Board vs Github Agile Board |

| 2. Attendees | | | |
| --- | --- | --- | --- |
| **Name** | **ID** | **E-mail** | **Phone** |
| Avantika Karki | 1499258 |  |  |
| Suchi Undevia | 1369059 |  |  |
| Chaofeng Huang | 1391571 |  |  |
|  |  |  |  |

|  |  |  |
| --- | --- | --- |
| 3. Meeting Agenda | | |
| **Topic** | **Owner** | **Time** |
| Discuss how to initialize Agile Board on Youtrack | Shared | 9:30 |
| Discuss how to put user stories/Tasks on Youtrack | Shared | 9:40 |
| Discuss the difference between Agile board and Kanban Boardd | Shared | 9:50 |
| Register Github account and share invitation link | Suchi Undevia | 10:00 |

|  |  |
| --- | --- |
| 4. Preparation (documents/handouts to bring, reading material, etc.) | |
| **Description** | **Prepared by** |
| Readme File on Github | Suchi Undevia |
|  |  |
|  |  |
|  |  |