# **MEETING MINUTES**

| **Meeting/Project Name:** | GrownUpsNextDoor! | | |
| --- | --- | --- | --- |
| **Date of Meeting:** | 04.09.2020 | **Time:** | 9:30am |
| **Meeting Facilitator:** | Suchi | **Location:** | Zoom |

|  |
| --- |
| 1. Meeting Objective |
| Prioritise user stories in Sprint 1  Story Points  Sprint 1 Tasks  Setting up Git and Django |

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

|  |  |  |
| --- | --- | --- |
| 3. Meeting Agenda | | |
| **Topic** | **Owner** | **Time** |
| Discuss the Goal of Sprint 1 | Shared | 9:30 |
| Prioritize the core user stories | Shared | 9:40 |
| Prioritize the tasks for each core user stories | Shared | 9:50 |
| Update Agile board on YouTrack | Shared | 10:00 |

|  |  |
| --- | --- |
| 4. Preparation (documents/handouts to bring, reading material, etc.) | |
| **Description** | **Prepared by** |
| Product Backlog | Suchi Undevia |
|  |  |
|  |  |
|  |  |