# **MEETING MINUTES**

| **Meeting/Project Name:** | GrownUpsNextDoor! | | |
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| **Date of Meeting:** | 21.09.2020 | **Time:** | 9:30am |
| **Meeting Facilitator:** | Suchi | **Location:** | Zoom |

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| 1. Meeting Objective |
| Discuss coding progress and Check user stories completion for sprint 1  Pair programming dates  Html and css file exchange  Updating Documents  Presentation Slides |

| 2. Attendees | | | |
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| **Name** | **ID** | **E-mail** | **Phone** |
| Avantika Karki | 1499258 |  |  |
| Suchi Undevia | 1369059 |  |  |
| Chaofeng Huang | 1391571 |  |  |
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| 3. Meeting Agenda | | |
| **Topic** | **Owner** | **Time** |
| Check coding parts and the corresponding user stories | Shared | 9:30 |
| Discuss the method of testing (TDD) | Shared | 9:45 |
| Show demo on host server | Shared | 10:00 |
| Update youtrack and github | Suchi Undevia | 10:10 |

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| 4. Preparation (documents/handouts to bring, reading material, etc.) | |
| **Description** | **Prepared by** |
| Sprint Backlog and Burndown Chart | Suchi Undevia |
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