# **MEETING MINUTES**

| **Meeting/Project Name:** | GrownUpsNextDoor! | | |
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| **Date of Meeting:** | 21.09.2020 | **Time:** | 10:00am |
| **Meeting Facilitator:** | Suchi | **Location:** | Zoom |

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| 1. Meeting Objective |
| * Discuss backlog refinement * Re-prioritize user stories for sprint 2 and google API research * Break down user stories into tasks and allocated to team members * Story points |

| 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** |
| After feedback from lecture, adjust our product backlog. | Shared | 10:00 |
| Re-prioritize product backlog base on core value of the features | Shared | 9:15 |
| Update tasks on Youtrack and Gitbub | Shared | 9:45 |
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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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