# **MEETING MINUTES**

| **Meeting/Project Name:** | GrownUp | | |
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| **Date of Meeting:** | 23.09.2020 | **Time:** | 10:00am |
| **Meeting Facilitator:** | Suchi | **Location:** | Zoom |

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| 1. Meeting Objective |
| * Check coding and testing for sprint 2 * Implementation of new features on web hosting * Check schedule to ensure everyone is on track * Planned another session of pair programming |

| 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** |
| Absorb feedback from sprint1, add additional feature to sprint2 backlog | Shared | 10:00 |
| Re-prioritize sprint backlog base on core value of the features | Shared | 10:15 |
| Discuss difficulty of implement those new features | Shared | 10:30 |
| Update Youtrack and Github | Shared | 10:40 |

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| 4. Preparation (documents/handouts to bring, reading material, etc.) | |
| **Description** | **Prepared by** |
| Product backlog and Sprint 2 backlog | All |
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