# **MEETING MINUTES**

| **Meeting/Project Name:** | GrownUpsNextDoor! | | |
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| **Date of Meeting:** | 26.10.2020 | **Time:** | 10:00am |
| **Meeting Facilitator:** | Suchi | **Location:** | Zoom |

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| 1. Meeting Objective |
| * Check for the progress the sprint 2 * Discuss impediment of writing code * Check automated testing for new features completed * Complete datasets and documentation. Prepare 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 | Shared | 10:00 |
| Point out which features are unlikely be completed within sprint 2 | Shared | 10:15 |
| Confirm what have been done before the presentation of sprint 2 | Shared | 10:25 |
| Update Youtrack and Github | Shared | 10:35 |

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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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