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| **TEAM MEETING AGENDA** | | | | |
| 1. *Discuss checkpoint next week* 2. *Decide Github format* 3. *User stories* | | | | |
| **Meeting Details** | | | | |
| **Chairperson: Summer Langguth** | | **Minutes: 30** | **Date & Time: 27.08 11:00** | **Location: In person** |
| **Attendees: Summer, George, Carley** | | **Absent: Josh, Lucien** |  |  |
|  | **Item** | **Notes**  **What details are important for attendees?** | | |
| 1 | Checkpoint | Need to add to the sprint backlog, assign acceptance criteria, and any future research | | |
| 2 | Github format | Create a new github with the correct file structure and libraries | | |
| 3 | User stories | Everyone needs to add acceptance criteria to their user stories and add user stories to the sprint | | |

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| **ACTION ITEMS** | | | | |
| # | **Item**  **What has to be done by the next meeting** | **Action**  **What action is required to get it done?** | **Who:**  **Who is responsible?** | **Due:**  **When is it due?** |
| 1 | Create new github | Add new repository | Summer | By next week |
| 2 | Join the github | Join via the link | Everyone | By next week |
| 3 | Add acceptance critieria | Look at format and add to user stories | Everyone | By next week |
| 4 | Rank via priority | Determine what is needed | Summer | Next week |