

# Week-3 Weekly Meeting (Extension)

**Meeting of:** *PerfectWorld Third Official Meeting*

**Held at:** *Zoom Meeting*

**Date:** *20 Mar 2021*

**Time:** *9PM - 10:30PM*

## Present:

Yangfan Xu, Duc Trung Nguyen, Changhai Ren, Jiawei Ren, Jiaqi Ao

## Apologies:

All attended

## Approval of minutes

The minutes of the previous meeting were unanimously approved as distributed.

## Agenda items

1. Read through all these user stories and score points for them and assign them into team members (Done, List in UserStory Section)
2. Who do what backlogs or roles? (Can be seen in Trello and UserStory Section)
3. Guarantee everyone can run this project before week4 weekly meeting (Done)
4. Deciding the start time of sprint 1 (Week 4 Monday)
5. Stating our own team daily-stand-up meeting (Start from next week, Tuesday, Friday, Sunday before 11AM)
6. Mention everyone about the inception (Done)

## Action items

No Action items for this meeting

## Next meeting

The next meeting will be a weekly meeting and also the sprint planning meeting. It will be held at 9PM on 23<sup>th</sup> March at Zoom meeting and [Jiaqi Ao](#) will write the meeting minutes for next meeting.

Minutes submitted by: [Duc Trung Nguyen](#)

Approved by: [YANGFAN XU](#) [Changhai Ren](#)