

Sprint-2 Weekly Meeting-3

Meeting of: *PerfectWorld Official Meeting*

Held at: *Zoom Meeting*

Date: *11 May 2021*

Time: *9PM - 9:30PM*

Present:

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

Apologies:

All attended

Approval of minutes

official meeting

Agenda items

1. Show what we have done
2. Show problems we are facing
3. Update user-story in confluence && Kanban board
4. Presentation workload distribution
5. Sprint 2 checklist workload distribution

Action items

- mention team member to complete daily standup

Next meeting

The next Weekly meeting will be at 9 PM on 18th May at Zoom meeting and Changhai Ren will write the meeting minutes for next meeting.

Minutes submitted by: [YANGFAN XU](#)

Approved by: [Jiaqi Ao](#) [YANGFAN XU](#) [Duc Trung Nguyen](#) [Changhai Ren](#) [Jiawei Ren](#)