

# Week-3 Weekly Meeting

**Meeting of:** *PerfectWorld Second Official Meeting*

**Held at:** *Zoom Meeting*

**Date:** *16 Mar 2021*

**Time:** *9PM - 10:00PM*

## Present:

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

## Apologies:

All team members are attended

## Approval of minutes

The second official meeting.

## Agenda items

1. Confirm the confluence document path. (Done by all team mates)
2. Confirm Weekly meeting minutes take turns writing issue
  - a. Yangfan Xu Changhai Ren Duc Trung Nguyen Jiaqi Ao Jiawei Ren
3. Confirm when to settle down all user stories. (8 PM Saturday, Before next meeting )
4. Confirm when to the complete product backlog. ( 8 PM Saturday, During next meeting )
5. Discuss and provide sprint meeting types. (Done by yangfan)
6. Discuss when to decide the roles of the project. ( Before the next weekly meeting)
7. Reading the previous project report. ( Done it during the meeting )
8. Confirm all team members sign in the IP paper. (All team members had been confirmed)

## Action items

No Action items for this meeting

## Next meeting

The next Weekly meeting will be at 9 PM on 20<sup>th</sup> March at the Zoom meeting. Host: @Duc Trung Nguyen)

Submitted By: [Changhai Ren](#)

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