

Project: MealMajor

SOAECO Team



Sprint #X

Meeting: #X

Date: 2026-[Month-Day]

Location:

Present:

Absent (if any):

1. Agenda

Sprint goals, related document, important reminders, and discussion topics for today.

2. Sprint Progress Update

List of work completed since last meeting. Referencing GitHub issues if possible

3. Decisions Made

Decision made during the meeting.

4. Action Items

Task assigned until next meeting, linked to Sprint planning / Task Breakdown

Task Description	Assign to	Due Date

5. Next Meeting

Date:

Time:

Planned Focus:
