

Meeting Minutes

Team Kitsui



Date	15/06/16	Duration (hrs)	2:00
Time	10:00AM		

Agenda

- ❖ Results of sprint review
- ❖ Progress since last meeting
- ❖ Discussion about documentation

Action Items	Assigned	
Assign document manager		<input type="checkbox"/>
Portfolio		<input type="checkbox"/>
Decide what format to use		<input type="checkbox"/>
Decide how to update it	<i>John</i>	<input type="checkbox"/>
Decide how to structure it		<input type="checkbox"/>
What to add & how	<i>John</i>	<input type="checkbox"/>
Rationale for changing from Node.JS to Python	<i>John</i>	<input type="checkbox"/>
Show process of sprint planning		<input type="checkbox"/>
Add tasks to Trello	<i>John</i>	<input type="checkbox"/>
Send Waquar meeting minutes and client minutes	<i>Miguel</i>	<input type="checkbox"/>
Add Waquar to JIRA		<input type="checkbox"/>
Assign task manager		<input type="checkbox"/>
Send weekly progress reports to Waquar		<input type="checkbox"/>

Attendees	Role
Adam Campbell	Team Leader
John Cave	

Miguel Saavedra

Version

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*Christopher
Treadgold*
