



# Meeting Minutes

## \* Attendees

Grace Clarke  
Andrey Smirnov  
Michael Justus  
Shan Swanlow

## \* Apologies

Taylor Edgell

## \* Agenda

- Discuss Project Plan & Clickup

## \* Action Items

- Everyone to add tasks to the clickup product backlog folder (there are no bad ideas, put all your suggestions in and we can chat about it)
- Shan to figure out how to set up the gantt chart
- Taylor to give feedback (sprint periods, focus on learning or getting things done, how should we develop- use git less or not, what's in our backlog)