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| **Subject:** | *Software Innovation Studio* |
| **Meeting Date:** | *25/08/2022* |
| **Attendees:** | *Mitch, Amana, Jacob, Maria, Anesu, Ahmed, Harrison* |
| **Minutes Issued By:** | *Amana* |
| **Meeting Type (Standup or Retrospective) and** **Meeting Agenda** | |
| *Meeting Type: Online via Teams*  *Agenda:*   1. *Discussing Sprint and Retrospective deadlines* 2. *Finalising content of website* 3. *Starting work on ERD* 4. *Learning to use Github* 5. *Frontend meeting* | |

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| **Progress/timeline summarise** |
| *Milestones:*   * *Discussing Sprint and Retrospective deadlines* * *Finalising content of website* * *Starting work on ERD* * *Learning to use Github* * *Frontend meeting*   *Main/Actual Progress:* (*Summarise the actual project progress by today workshop and self-evaluation:* J or L)   * The group call today entailed discussing the tasks the group members will be taking on in the coming week. We decided to organise and plan spring and retrospective deadlines. We also decided to finalise the web design. Some team members started working on the ERD. Group members also discussed how to use GitHub and weather a ticket and Git pull could be merged. We also planned a frontend meeting. Overall, our team had a good discussion about the project and what to complete in the coming week. |

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| **Discussion** **and Decisions/Actions** (such as project scope, timeline, task re-assignment, …) |
| *Discussed sprint and retrospective deadlines*   * The group discussed the dates and what needs to be done by next week. We worked on sprint and retrospective meeting deadlines. Maria and Himanshu decided to put together a Google calendar with the dates so that everyone will be on the same page.   *Website planning*   * The contents of the website were finalised with the front-end team. Harrison started working on the ERD. Our team discussed whether it was possible to pull a request that was related to a ticket. We also had a frontend meeting to discuss the final webpage. |

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| **Miscellaneous Items:** |
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