Meeting Minutes

Meeting No: 1

Meeting Details

Date:	02/08/2023
Venue:	Teams
Attendees:	Lakindu Bandara Dissanayake Kushagra Baghel Vishwas Aggarwal Huynh Pham Ahnaf Tausif Xuan Tuan Kiet Trinh
Apologies:	N/A

Information / Decisions

No.	Item
1	Introductions
2	Vishwas, Ahnaf and Xuan will be working on the frontend
3	Kushagra, Lakindu and Huynh will be working on backend

Action Items

No.	Item	Who	By
1	Wireframes to be completed	Xuan, Vishwas and Ahnaf	Xuan, Vishwas and Ahnaf
2	Acceptance criteria to be completed	Everyone	Everyone
3	Setup up project board on GitHub	Lakindu	Lakindu

Meeting No: 2

Meeting Details

Date:	06/08/2023
Venue:	Teams
Attendees:	Lakindu Bandara Dissanayake Kushagra Baghel Vishwas Aggarwal Huynh Pham Ahnaf Tausif Xuan Tuan Kiet Trinh
Apologies:	N/A

Information / Decisions

No.	Item
1	Team update/standup
2	Clarified sprint timeline
3	Added sprint tasks to project board
4	Added tutor to the appropriate hubs
5	Create Wireframes
6	Work on User Stories
7	Start on Acceptance Criteria

Action Items

No.	Item	Who	By
1	Work on User Stories	Everyone	Everyone
2	**Start on Acceptance criteria**	Everyone	Everyone
3	Work on Wireframes	Ahnaf, Vishwas and Xuan	Ahnaf, Vishwas and Xuan

Meeting No: 3

Meeting Details

Date:	08/08/2023
Venue:	Teams
Attendees:	Lakindu Bandara Dissanayake Kushagra Baghel Vishwas Aggarwal Huynh Pham Ahnaf Tausif Xuan Tuan Kiet Trinh
Apologies:	N/A

Information / Decisions

No.	Item
1	Team update/standup
2	Continue User stories
3	Continue Wireframe
4	**Continue Acceptance criteria**
5	Start Architecture Diagram
6	Start SRS Document

Action Items

No.	Item	Who	By
`1	Start Architecture Diagram	Lakindu and Kushagra	Lakindu and Kushagra
2	Start SRS Document	Lakindu, Huynh and Kushagra	Lakindu, Huynh and Kushagra
3	Work on User Stories	Everyone	Everyone
4	Work on Acceptance Criteria	Everyone	Everyone
5	Work on Wireframe	Ahnaf, Vishwas and Xuan	Ahnaf, Vishwas and Xuan

Meeting No: 4

Meeting Details

Date:	13/08/2023
Venue:	Teams
Attendees:	Lakindu Bandara Dissanayake Kushagra Baghel Vishwas Aggarwal Huynh Pham Ahnaf Tausif Xuan Tuan Kiet Trinh
Apologies:	N/A

Information / Decisions

No.	Item
1	Team update/standup
2	Continue User stories
3	Continue Wireframe
4	**Continue Acceptance criteria**
5	Continue Architecture Diagram
6	Start Test cases
7	Continue SRS Document

Action Items

No.	Item	Who	By
`1	Start Architecture Diagram	Lakindu and Kushagra	Lakindu and Kushagra
2	Start SRS Document	Lakindu, Huynh and Kushagra	Lakindu, Huynh and Kushagra
3	Work on User Stories	Everyone	Everyone
4	Work on Acceptance Criteria	Everyone	Everyone
5	Work on Wireframe	Ahnaf, Vishwas and Xuan	Ahnaf, Vishwas and Xuan
6	Start Test cases	Ahnaf, Vishwas and Xuan	Ahnaf, Vishwas and Xuan

Meeting No: 5

Meeting Details

Date:	15/08/2023
Venue:	Teams
Attendees:	Lakindu Bandara Dissanayake Kushagra Baghel Vishwas Aggarwal Huynh Pham Ahnaf Tausif Xuan Tuan Kiet Trinh
Apologies:	N/A

Information / Decisions

No.	Item
1	Team update/standup
2	Continue User stories
3	Continue Wireframe
4	Continue SRS Document
5	Continue Architecture Diagram
6	Continue Test cases
7	Continue Acceptance criteria

Action Items

No.	Item	Who	By
`1	Work on Architecture Diagram	Lakindu and Kushagra	Lakindu and Kushagra
2	Work on SRS Document	Lakindu, Huynh and Kushagra	Lakindu, Huynh and Kushagra
3	Work on User Stories	Everyone	Everyone
4	Work on Acceptance Criteria	Everyone	Everyone
5	Work on Wireframe	Ahnaf, Vishwas and Xuan	Ahnaf, Vishwas and Xuan
6	Work on Test cases	Ahnaf, Vishwas and Xuan	Ahnaf, Vishwas and Xuan

Meeting No: 6

Meeting Details

Date:	16/08/2023
Venue:	Teams
Attendees:	Lakindu Bandara Dissanayake Kushagra Baghel Vishwas Aggarwal Huynh Pham Ahnaf Tausif Xuan Tuan Kiet Trinh
Apologies:	N/A

Information / Decisions

No.	Item
1	Team update/standup
2	Continue User stories
3	**Continue Acceptance criteria**
4	Continue SRS Document
5	Continue Architecture Diagram
6	Continue Test cases
7	Continue Wireframe

Action Items

No.	Item	Who	By
`1	Work on Architecture Diagram	Lakindu and Kushagra	Lakindu and Kushagra
2	Work on SRS Document	Lakindu, Huynh and Kushagra	Lakindu, Huynh and Kushagra
3	Work on User Stories	Everyone	Everyone
4	Work on Acceptance Criteria	Everyone	Everyone
5	Work on Wireframe	Ahnaf, Vishwas and Xuan	Ahnaf, Vishwas and Xuan
6	Work on Test cases	Ahnaf, Vishwas and Xuan	Ahnaf, Vishwas and Xuan

Meeting No: 7

Meeting Details

Date:	17/08/2023
Venue:	Teams
Attendees:	Lakindu Bandara Dissanayake Kushagra Baghel Vishwas Aggarwal Huynh Pham Ahnaf Tausif Xuan Tuan Kiet Trinh
Apologies:	N/A

Information / Decisions

No.	Item
1	Team update/standup
2	Finish User stories
3	Finish Wireframe
4	**Continue Acceptance criteria**
5	Continue Architecture Diagram
6	Continue Test cases
7	Continue SRS Document

Action Items

No.	Item	Who	By
`1	Work on Architecture Diagram	Lakindu and Kushagra	Lakindu and Kushagra
2	Work on SRS Document	Lakindu, Huynh and Kushagra	Lakindu, Huynh and Kushagra
3	Finish on User Stories	Everyone	Everyone
4	Work on Acceptance Criteria	Everyone	Everyone
5	Finish on Wireframe	Ahnaf, Vishwas and Xuan	Ahnaf, Vishwas and Xuan
6	Work on Test cases	Ahnaf, Vishwas and Xuan	Ahnaf, Vishwas and Xuan

Meeting No: 8

Meeting Details

Date:	18/08/2023
Venue:	Teams
Attendees:	Lakindu Bandara Dissanayake Kushagra Baghel Vishwas Aggarwal Huynh Pham Ahnaf Tausif Xuan Tuan Kiet Trinh
Apologies:	N/A

Information / Decisions

No.	Item
1	Team update/standup
2	**Continue SRS Document**
3	Continue Architecture Diagram
4	Continue Test Cases
5	Finish Acceptance Criteria

Action Items

No.	Item	Who	By
1	**Work on SRS Document**	Lakindu, Huynh and Kushagra	Lakindu, Huynh and Kushagra
2	Work on Architecture Diagram	Kushagra	Kushagra
3	Work on Test Cases	Ahnaf, Vishwas and Xuan	Ahnaf, Vishwas and Xuan
4	Finish Acceptance Criteria	Everyone	Everyone

Meeting No: 9

Meeting Details

Date:	19/08/2023
Venue:	Teams
Attendees:	Lakindu Bandara Dissanayake Kushagra Baghel Vishwas Aggarwal Huynh Pham Ahnaf Tausif Xuan Tuan Kiet Trinh
Apologies:	N/A

Information / Decisions

No.	Item
1	Team update/standup
2	**Continue SRS Document**
3	Finish Architecture Diagram
4	Work on Test Cases

Action Items

No.	Item	Who	By
1	**Continue SRS Document**	Lakindu, Huynh and Kushagra	Lakindu, Huynh and Kushagra
2	Finish Architecture Diagram	Kushagra	Kushagra
3	Work on Test Cases	Ahnaf, Vishwas and Xuan	Ahnaf, Vishwas and Xuan

Meeting No: 10

Meeting Details

Date:	20/08/2023
Venue:	Teams
Attendees:	Lakindu Bandara Dissanayake Kushagra Baghel Vishwas Aggarwal Huynh Pham Ahnaf Tausif Xuan Tuan Kiet Trinh
Apologies:	N/A

Information / Decisions

No.	Item
1	Team update/standup
3	**Finish SRS Document**
5	Finish Test Cases

Action Items

No.	Item	Who	By
`1	Finish Wireframes	Ahnaf, Vishwas and Xuan	Ahnaf, Vishwas and Xuan
2	**Finish SRS Document**	Lakindu and Kushagra	Lakindu and Kushagra
3	Finish Architecture Diagram	Kushagra	Kushagra
4	Finish Test Cases	Ahnaf, Vishwas and Xuan	Ahnaf, Vishwas and Xuan