# Meeting Minutes

## Weekly Meeting with team/Supervisor

## Meeting No:  Group 8

## Meeting Details

| Date: | 11/08/2022 |
|---|---|
| Venue: | Discord Online Server |
| Attendees: | Alexander<br>Weixi Guan<br>Ethan<br>Pak Yin Lai<br>Rylan |
| Apologies: | N/A |

## Information / Decisions

| No. | Item |
|---|---|
| 1 | Finalise User stories |
| 2 | Convert user stories to product backlog |
| 3 | Plan website page format |
| 4 | |
| 5 | |

## Action Items

| No. | Item | Who | By |
|---|---|---|---|
| 1 | Set up product backlog entries | Weixi Guan | |
| 2 | Made the product backlog document and initial entries | Alexander | |
| 3 | Compiled user stories | Ethan | |
| 4 | Came up with final pages that will be used for the product | Rylan | |
| 5 | Made a good start on the wireframes | Pak Yin Lai | |