

Meeting Minutes

Weekly Meeting with team/Supervisor

Meeting No: Group 8

Meeting Details

Date:	15/08/2022
Venue:	Discord Online Server
Attendees:	Alexander Weixi Guan Ethan Pak Yin Lai Rylan
Apologies:	N/A

Information / Decisions

No.	Item
1	Finalise the written components for submission
2	Fix burndown chart to incorporate dates
3	Convert Jira components to repository
4	
5	

Action Items

No.	Item	Who	By
1	Compile the Jira product pages to word documents	Weixi Guan	
2	Compile the Jira backlog items to submittable format	Alexander	
3			
4			
5			