

Meeting Minutes

Weekly Meeting with team/Supervisor

Meeting No: Group 8

Meeting Details

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

Information / Decisions

No.	Item
1	Understand requirements
2	Finalise user stories
3	Finalise acceptance criteria
4	Set up Jira
5	Set up repo

Action Items

No.	Item	Who	By
1	2 User stories, set up GitHub repo	Alexander	
2	2 User stories, set up Jira	Weixi Guan	
3	2 User stories	Pak Yin Lai	
4	2 User stories	Rylan	
5	3 User stories	Ethan	