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 |  |