Meeting Minutes

# Weekly Meeting with team/Supervisor

# Meeting No: Group 8

## Meeting Details

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| --- | --- |
| Date: | 11/08/2022 |
| Venue: | Discord Online Server |
| Attendees: | Alexander  Weixi Guan  Ethan  Pak Yin Lai  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 |  |