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 |  |  |  |