

# 04/03/24 Meeting Minutes

## Date

Week 6

4 Mar 2024

## Participants

- @Farah Choudhury @Amaan Jahangir @Ewan Devlin @Isha Singh @Jacob Farrow @Nadine Sjahsam @m.adan

## Agenda

- Continue Implementation Sprint 1
- Review Existing Framework
- Progress Update on Epic Implementation
- Discussion on Blockers or Challenges
- Continue Work on Individual Epics

## Discussions

Item	Notes
Continue Implementation Sprint 1	<ul style="list-style-type: none"><li>The meeting commenced with the continuation of the ongoing Implementation Sprint.</li></ul>
Review Existing Framework	<ul style="list-style-type: none"><li>A review of the existing framework was conducted to assess its effectiveness in supporting development activities.</li><li>Team members provided feedback on the strengths and weaknesses of the framework, highlighting areas for improvement or optimization.</li></ul>
Progress Update on Epic Implementation	<ul style="list-style-type: none"><li>Each team member provided a progress update on the implementation of their assigned epics.</li><li>Updates included completed tasks, work in progress, and any challenges encountered during the implementation process.</li></ul>
Discussion on Blockers or Challenges	<ul style="list-style-type: none"><li>Team members engaged in a discussion to address any blockers or challenges hindering progress on epic implementation.</li><li>Issues such as technical constraints, resource limitations, or dependencies were identified and strategies were proposed to overcome them.</li></ul>
Continue Work on Individual Epics:	<ul style="list-style-type: none"><li>Following the discussion, team members continued their work on individual epics, focusing on completing tasks and achieving sprint goals.</li><li>Collaboration and communication among team members were encouraged to ensure coordination and support throughout the sprint.</li></ul>

## Action items

- Address the identified blockers or challenges and provide support to resolve them.
- Review the existing framework and implement any necessary improvements or optimizations.

- Continue work on individual epics and prioritize tasks to meet sprint goals.
- @Jacob Farrow : User Authentication
- @Farah Choudhury : Product Management
- @Nadine Sjhsam : Reporting & Analytics
- @Isha Singh : Alert Notifications
- @Amaan Jahangir : User Management
- @Ewan Devlin : Order Processing
- @m.adan : Inventory Management System