

## Meeting Minutes

Weekly Meeting with team/Supervisor Md Redowan

Meeting No: 1

### Meeting Details

Date	30/07/2021
Venue	Microsoft Teams and Collaborate Ultra
Attendees (5)	Aditya Vadgama, Linda Vu, Dhruv Bachani, Harshita Kumar, David Nguyen
Apologies	

### Information/Decisions

No.	Action Item (Completed as a team)
1	Drafting initial user stories
2	Set up basic templates for the documentation in sprint 0

## Weekly Meeting with team/Supervisor

Meeting No: 2

### Meeting Details

Date	04/08/2021
Venue	Microsoft Teams
Attendees (5)	Aditya Vadgama, Linda Vu, Dhruv Bachani, Harshita Kumar, David Nguyen
Apologies	

### Information/Decisions

No.	Action Item (Completed as a team)
1	Draft definition of done for most user stories
2	Set up basic templates for the documentation in sprint 0
3	Effort number for each user story
4	Subtasks for the user stories (sprint 1 backlog)
5	Set up Jira and Github repository

Weekly Meeting with team/Supervisor Md Redowan

Meeting No: 3

Meeting Details

Date	06/08/2021
Venue	Microsoft Teams
Attendees (4)	Harshita Kumar, Linda Vu, Aditya Vadgama, Dhruv Bachani
Apologies	David Nguyen: Internet was down

Information/Decisions

No.	Action Item (Completed as a team)
1	Writing acceptance criteria for sprint 0 user stories
2	Improving definition of done

Weekly Meeting with team/Supervisor Md Redowan

Meeting No: 4

#### Meeting Details

Date	09/08/2021
Venue	Microsoft Teams
Attendees (5)	Harshita Kumar, Linda Vu, Aditya Vadgama, Dhruv Bachani, David Nguyen
Apologies	

#### Information/Decisions

No.	Action Item (Completed as a team)
1	Adding 12 more user stories to the product backlog
2	Adding definition of done for the extra user stories
3	Finishing the sprint retro document

Weekly Meeting with team/Supervisor Md Redowan

Meeting No: 5

#### Meeting Details

Date	10/08/2021
Venue	Microsoft Teams
Attendees (5)	Linda Vu, Aditya Vadgama, Dhruv Bachani, David Nguyen, Harshita Kumar
Apologies	

#### Information/Decisions

No.	Action Item (Completed as a team)
1	Creating acceptance criteria for all user stories in the product backlog
2	Updating Jira with all user stories
3	Updating the sprint planning document
4	Deciding which stories to keep in the sprint backlog
5	Writing subtasks of all user stories in the sprint backlog

Weekly Meeting with team/Supervisor Md Redowan

Meeting No: 6

#### Meeting Details

Date	12/08/2021
Venue	Microsoft Teams
Attendees (4)	Linda Vu, Aditya Vadgama, Dhruv Bachani, David Nguyen
Apologies	Harshita Kumar: Internet was Down

#### Information/Decisions

No.	Action Item (Completed as a team)
1	Updating acceptance criteria
2	Wireframes overview on Figma with the team
3	Updating Jira with all user stories

Weekly Meeting with team/Supervisor Md Redowan

Meeting No: 7

#### Meeting Details

Date	13/08/2021
Venue	Microsoft Teams
Attendees (5)	Linda Vu, Aditya Vadgama, Harshita Kumar, Dhruv Bachani, David Nguyen
Apologies	

#### Information/Decisions

No.	Action Item (Completed as a team)
1	Adding subtasks to Jira for all user stories
2	Updating acceptance criteria
3	Updating Spring Planning document
4	Brushing up on the wireframes
4	Brushing up All the Documents

