Meeting Minutes

# Weekly Meeting with team/Supervisor

# Meeting No: 1

## Meeting Details

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| Date: | 06/09/2021 |
| Venue: | Collaborate ultra |
| Attendees: | Rhys Mallia Dichen Hu  Josiah Webster  David Atanasov |
| Apologies: | N/A |

## Information / Decisions

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| --- | --- |
| No. | Item |
| 1 | Decide who should get which task for writing user stories |
| 2 | Finalise the roles for each team member |
| 3 | Discuss the initial layout for the application and discuss the requirements |
| 4 | Demo of jira and scrum |
|  |  |

## Action Items

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| --- | --- | --- | --- |
| No. | Item | Who | By |
| 1 | Start writing user stories | Team | 09/09/2021 |
| 2 | Create Jira and update product backlog digitally | Rhys | 09/09/2021 |
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