Meeting Minutes

# Weekly Meeting with team/Supervisor

# Meeting No: 10

## Meeting Details

|  |  |
| --- | --- |
| Date: | 28/09/2921 |
| Venue: | Teams |
| Attendees: | Dichen, Josiah, Rhys, David |
| Apologies: |  |

## Information / Decisions

|  |  |
| --- | --- |
| No. | Item |
| 1 | Assist dichen on his backend issue with new api |
| 2 | End sprint and revise before starting new sprint |
| 3 | Assign new tasks |
| 4 | Assess milestone 3 tasks |
|  |  |

## Action Items

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Item | Who | By |
| 1 | Begin work on assigned tasks from jira | All | 04/10/2021 |
| 2 | Revise jira tasks and add new tasks during the week which need to be completed before milestone 3 | All | 04/10/2021 |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |