Meeting Minutes

# Weekly Meeting with team/Supervisor

# Meeting No: 12

## Meeting Details

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| --- | --- |
| Date: | 06/12/21 |
| Venue: | Teams |
| Attendees: | Rhys, Josiah, Dichen, David |
| Apologies: |  |

## Information / Decisions

|  |  |
| --- | --- |
| No. | Item |
| 1 | Discuss upcoming progress check |
| 2 | Assign work for next week |
| 3 | Sprint retro and planning |
|  |  |
|  |  |

## Action Items

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Item | Who | By |
| 1 | Complete search function in front end | 10/10/21 | Dichen |
| 2 | Complete test cases for backend | 10/10/21 | Josiah |
| 3 | Complete other front end things | 10/10/21 | David |
| 4 | Dockerize the project and finish the documnetation | 10/10 | Rhys |
|  |  |  |  |