Meeting Minutes

# Weekly Meeting with team/Supervisor

# Meeting No: 3

## Meeting Details

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| Date: | 13/09/2021 |
| Venue: | Microsoft Teams |
| Attendees: | Rhys Mallia  Dichen Hu  Josiah Webster  David Atanasov |
| Apologies: | N/A |

## Information / Decisions

|  |  |
| --- | --- |
| No. | Item |
| 1 | Assign final tasks for milestone 1 |
| 2 | Collaborate on final wire-frame model specifications |
| 3 | Consider which tasks are required for sprint 1 |
| 4 |  |
|  |  |

## Action Items

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Item | Who | By |
| 1 | Finish the wireframe model | Team | 14/09/2021 |
| 2 | Finish user stories 5-6 | Rhys | 14/09/2021 |
| 3 | Upload documentation for scrum into github | Rhys | 14/09/2021 |
| 4 | Finish front end product backlog items | Dichen Hu / David | 14/09/2021 |
| 5 | Finish back end product backlog items | Rhys / Josiah | 14/09/2021 |