Meeting Minutes

# Weekly Meeting with team/Supervisor

# Meeting No: 12

## Meeting Details

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| Date: | 22/09/20 |
| Venue: | MS Teams |
| Attendees: | Angela Alviano  William Guida  Su-Kuen Koh  Alin Cimpean |
| Apologies: | N/A |

## Information / Decisions

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| No. | Item |
| 1 | Milestone 2 finalisation |
| 2 | Sprint 3 planning commenced |
| 4 | Code walk through with Sachin |

## Action Items

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| --- | --- | --- | --- |
|  |  | Who | By |
| 1 | Milestone 2 finished today, so the team is getting everything ready to submit. Getting our documentations in order such as the Sprint retro and making sure all of our meeting minutes have been included. | Team | 22/09/20 |
| 2 | Since milestone 2 will be finished today, our team needs to move ahead and become ready for milestone 3. We have decided that we need to finish the incomplete task from milestone 2, which is implementing admin login and admin functionality. | Team | 22/09/20 |
| 4 | Su demonstrated our website walk through how you are able to browse services that are available on the website. She also showed how more services are able to be added and that users are able to log in. | Su-Kuen Koh | 22/09/20 |