

Meeting Minutes

Weekly Meeting with team/Supervisor

Meeting No: 4

Meeting Details

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| Date: | 13/08/2021 |
| Venue: | Microsoft Teams |
| Attendees: | Alexander Aloï Shannon Dann Aili Gong Carl Karama Jared Song Redowan Mahmud |
| Apologies: | |

Information / Decisions

| No. | Item |
|-----|---|
| 1 | Review all user stories to ensure they are complete |
| 2 | Complete scrum documentation |
| 3 | Add sub-tasks to user stories |
| 4 | Assign user stories to team members based off a timeframe as well as story points |
| 5 | Add a new feature to the application: discount codes for frequent buyers |

Action Items

| No. | Item | Who | By |
|-----|------------------------------------|----------------|------------|
| 1 | Complete all scrum documentation | Jared Song | 14/08/2021 |
| 2 | Review wireframes | Aili Gong | 14/08/2021 |
| 3 | Review wireframes | Alexander Aloï | 14/08/2021 |
| 4 | Finish any incomplete user stories | Carl Karama | 14/08/2021 |
| 5 | Add sub-tasks to user stories | Shannon Dan | 14/08/2021 |