

Meeting Minutes

Weekly Meeting with team/Supervisor

Meeting No: 2

Meeting Details

Date:	06/08/2021
Venue:	Microsoft Teams
Attendees:	Alexander Aloï Shannon Dann Aili Gong Carl Karama Jared Song Redowan Mahmud
Apologies:	N/A

Information / Decisions

No.	Item
1	More user stories required
2	Quality of work at a high level and approved by Redowan
3	Effort level for user stories should be measured using story points
4	Priority level for user stories should be allocated by Sprint number
5	DOD's of user stories is a priority

Action Items

No.	Item	Who	By
1	13 User stories	Jared Song	13/08/21
2	13 User stories	Shannon Dann	13/08/21
3	13 User stories	Alexander Aloï	13/08/21
4	13 User stories	Carl Karama	13/08/21
5	Wireframes	Aili Gong	13/08/21