Meeting Minutes

# Weekly Meeting with team/Supervisor

# Meeting No: 0

## Meeting Details

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| Date: | 29/07/2017 |
| Venue: | Microsoft Teams |
| Attendees: | Aili Gong  Alexander Aloi  Carl Karama  Jared Song  Shannon Dann |
| Apologies: |  |

## Information / Decisions

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| --- | --- |
| No. | Item |
| 1 | Designate roles; scrum master, front-end, back-end team members |
| 2 | Review Assignment specifications |
| 3 | Discuss framework for coding |
| 4 | Design the initial product backlog |
| 5 | Create Jira and Github Repository |

## Action Items

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| --- | --- | --- | --- |
| No. | Item | Who | By |
| 1 | Practice using Jira tools | Everyone | 02/08/2021 |
| 2 | Review assignment specifications | Everyone | 02/08/2021 |
| 3 | Prepare questions for customer (Redowan) | Everyone | 02/08/2021 |
| 4 | Form ideas for potential user stories | Everyone | 02/08/2021 |