Meeting Minutes

# Weekly Meeting with team/Supervisor

# Meeting No: 1

## Meeting Details

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| --- | --- |
| Date: | 02/08/2019 |
| Venue: | Microsoft Teams |
| Attendees: | Alexander Aloi  Shannon Dann  Aili Gong  Carl Karama  Jared Song |
| Apologies: | N/A |

## Information / Decisions

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| --- | --- |
| No. | Item |
| 1 | Plan and Begin Sprint 0 |
| 2 | Begin completing all user stories for the product backlog |
| 3 | Begin creating the wireframes for Milestone 1 |
| 4 | Assign user stories to team members |
| 5 | Review documentation for scrum process |

## Action Items

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| --- | --- | --- | --- |
| No. | Item | Who | By |
| 1 | Wireframes for application | Aili Gong | 13/08/21 |
| 2 | User stories 1-6 | Jared Song | 13/08/21 |
| 3 | User stories 7-12 | Alexander Aloi | 13/08/21 |
| 4 | User stories 13-18 | Carl Karama | 13/08/21 |
| 5 | User stories 19-25 (excluding 23) | Shannon Dann | 13/08/21 |