Meeting Minutes

# Weekly Meeting with team/Supervisor

# Meeting No: 2

## Meeting Details

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| --- | --- |
| Date: | 06/08/2021 |
| Venue: | Microsoft Teams |
| Attendees: | Alexander Aloi  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 Aloi | 13/08/21 |
| 4 | 13 User stories | Carl Karama | 13/08/21 |
| 5 | Wireframes | Aili Gong | 13/08/21 |