Meeting Minutes

# Weekly Meeting with team/Supervisor

# Meeting No: 3

## Meeting Details

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| --- | --- |
| Date: | 09/08/2021 |
| Venue: | Microsoft Teams |
| Attendees: | Alexander Aloi  Shannon Dann  Aili Gong  Carl Karama  Jared Song |
| Apologies: | N/A |

## Information / Decisions

|  |  |
| --- | --- |
| No. | Item |
| 1 | Allocated Effort points to all user stories |
| 2 | Jared and Alexander finished all user stories assigned to them |
| 3 | Shannon and Carl had completed the majority of user stories assigned to them |
| 4 | Aili had completed wireframes for the majority of user stories for sprint 1 and more |
| 5 | Discussion of wireframe layout and design in relation to the unreleased base code and db |

## Action Items

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