Meeting Minutes

# Weekly Meeting with team/Supervisor

# Meeting No: 4

## Meeting Details

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| --- | --- |
| Date: | 13/08/2021 |
| Venue: | Microsoft Teams |
| Attendees: | Alexander Aloi  Shannon Dann  Aili Gong  Carl Karama  Jared Song  Redowan Mahmud |
| Apologies: |  |

## Information / Decisions

|  |  |
| --- | --- |
| No. | Item |
| 1 | Review all user stories to ensure they are complete |
| 2 | Complete scrum documentation |
| 3 | Add sub-tasks to user stories |
| 4 | Assign user stories to team members based off a timeframe as well as story points |
| 5 | Add a new feature to the application: discount codes for frequent buyers |

## Action Items

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| No. | Item | Who | By |
| 1 | Complete all scrum documentation | Jared Song | 14/08/2021 |
| 2 | Review wireframes | Aili Gong | 14/08/2021 |
| 3 | Review wireframes | Alexander Aloi | 14/08/2021 |
| 4 | Finish any incomplete user stories | Carl Karama | 14/08/2021 |
| 5 | Add sub-tasks to user stories | Shannon Dan | 14/08/2021 |