Meeting Minutes

# Weekly Meeting with team/Supervisor

# Meeting No: 1

## Meeting Details

|  |  |
| --- | --- |
| Date: | 12/08/2024 |
| Venue: | Microsoft Teams |
| Attendees: | Yoan-Mario Hristov  Chee Kin Go  Edward Lim Padmajaya  Evelyn Lie |
| Apologies: | Frandom Leo Inovejas |

## Information / Decisions

|  |  |
| --- | --- |
| No. | Item |
| 1. | Assigning features to do in Sprint 1 and 2 |
| 2. | Estimating story points (in workdays) needed to do each feature |
| 3. | Assigning front end and back-end developers' role |
| 4. | Planning tasks to do for the week (UI design) for each member |
|  |  |

## Action Items

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Item | Who | By |
| 1. | Create Figma file for UI design | Chee Kin Go |  |
| 2. | Write story points to each feature in GitHub Project Board | Evelyn Lie |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |