Meeting Minutes

# Weekly Meeting with team/Supervisor

# Meeting No: 5

## Meeting Details

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| Date: | 14/08/2023 |
| Venue: | RMIT Building 14.10.31 |
| Attendees: | Keely Smith (s3898340)  Tanya Tran (s3843142)  Huy Do (s3894502)  Kevin Chen (s3895923)  Antoni Giannakopoulos (Toni) (s3895923)  Myat Theingi Nwe (Gigi) (s3963447)  Alessio (Supervisor) |
| Apologies: | N/A |

## Information / Decisions

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| --- | --- |
| No. | Item |
| 1 | What everyone has worked on since previous meeting in class:  Toni – class diagrams and architecture diagrams  Huy – wireframe sketches and made a start on the SRS document (introduction and functional requirements)  Kevin – finished user stories, creating tasks on GitHub for Milestone 1  Tanya – wireframe sketches and refining user stories  Keely – architecture diagrams and use case diagrams  Gigi – began acceptance criteria for user stories |
| 2 | Tutor discussed w/ us how tasks should be divided up so that everyone can take accountability for what they’ve done, and that work is distributed evenly. |

## Action Items

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| No. | Item | Who | By |
| 1 | Milestone 1 submission: SRS document | Everyone | 20/08/2023 |