Meeting Minutes

# Weekly Meeting with team/Supervisor

# Meeting No: 6

## Meeting Details

|  |  |
| --- | --- |
| Date: | 16/08/2023 |
| Venue: | Discord Voice Channel (32mins) |
| Attendees: | Tanya Tran (s3843142)  Huy Do (s3894502)  Kevin Chen (s3780646)  Antoni Giannakopoulos (Toni) (s3895923)  Myat Theingi Nwe (Gigi) (s3963447) |
| Apologies: | Keely Smith (s3898340) |

## Information / Decisions

|  |  |
| --- | --- |
| No. | Item |
| 1 | Discussed what needs to be done for the Milestone 1 submission |
| 2 | Clarify assignment specifications |
| 3 | Discuss features in/out of scope |
| 4 | Assigned each member to tasks that need to be completed for Milestone 1 submission due end of the wee |

## Action Items

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Item | Who | By |
| 1 | SRS document | Everyone | 20/08/2023 |
| 2 | Wireframes | Tanya | 18/08/2023 |
| 3 | Architecture | Toni & Keely | 18/08/2023 |
| 4 | Acceptance criteria | Gigi | 18/08/2023 |