Meeting Minutes

# Weekly Meeting with team/Supervisor

# Meeting No: 7

## Meeting Details

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| Date: | 18/08/2023 |
| Venue: | Discord voice channel |
| 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

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| No. | Item |
| 1 | Discussed what everyone has been working on / completed since the last meeting:  Toni – finished the class diagrams and dependencies (SRS document)  Huy – finished the introduction and is currently working on functional requirements (SRS document)  Gigi – finished the acceptance criteria and is working on non-functional requirements (SRS document)  Kevin – working on use cases and testing (SRS document)  Tanya – completed the wireframe sketches and is working on user interface design (SRS document) |
| 2 | Discussed remaining unassigned tasks and what is required of each: Assumptions and constraints (SRS document), product backlog, sprint 1 & 2 (estimated) backlog, |
| 3 | Divided up remaining tasks |

## Action Items

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| No. | Item | Who | By |
| 1 | SRS document | Everyone | 20/08/2023 |
| 2 | Product backlog | Huy, Toni, Kevin, Keely | 20/08/2023 |
| 3 | Sprint 1 & 2 (estimated) planning notes | Tanya | 20/08/2023 |
| 4 | Sprint retro | Tanya | 20/08/2023 |
| 5 | 2 min video recording | Everyone | 20/08/2023 |