Meeting Minutes

# Weekly Meeting with team/Supervisor

# Meeting No: 8

## Meeting Details

|  |  |
| --- | --- |
| Date: | 20/08/2023 |
| Venue: | Discord voice channel |
| Attendees: | Keely Smith (s3898340)  Tanya Tran (s3843142)  Huy Do (s3894502)  Kevin Chen (s3780646)  Antoni Giannakopoulos (Toni) (s3895923) |
| Apologies: | Myat Theingi Nwe (Gigi) (s3963447) |

## Information / Decisions

|  |  |
| --- | --- |
| No. | Item |
| 1 | Discussed what's left to be completed:  Glossary (SRS document)  Sprint retro  Sprint planning  Finish product backlog  Sprint backlog  2 min video recording (each member) |
| 2 | Most members stayed in call to complete remaining tasks collaboratively |

## Action Items

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Item | Who | By |
| 1 | SRS Document: Final touch ups, formatting, any last changes | Huy & Keely | 20/08/2023 |
| 2 | Sprint retro notes | Tanya | 20/08/2023 |
| 3 | Sprint planning notes | Gigi | 20/08/2023 |
| 4 | Add more tasks to product backlog | Huy, Kevin, Toni | 20/08/2023 |
| 5 | Add effort points in the product backlog | Everyone | 20/08/2023 |
| 6 | 2 min recording explaining what you’ve done | Everyone | 20/08/2023 |