Meeting Minutes

# Weekly Meeting with team/Supervisor

# Meeting No: 1

## Meeting Details

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| Date: | 21/08/2023 |
| Venue: | RMIT Building 14.10.31 |
| Attendees: | Keely Smith (s3898340)  Tanya Tran (s3843142)  Huy Do (s3894502)  Kevin Chen (s3780646)  Antonio Ginnakopoulos (Toni) (s3895923)  Myat Theingi Nwe (Gigi) (s3963447) |
| Apologies: | Alessio (Supervisor) |

## Information / Decisions

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| --- | --- |
| No. | Item |
| 1 | Assign sprint backlog tasks to each member |
| 2 | Start setting things up for sprint / make some progress with sprint:  Tanya – created documentation files for current sprint (milestone 2)  Kevin – created contributing guildelines  Keely – branched and renamed everything from movie template to ‘SuperPrice’ and added dependencies for database  Gigi – reviewed tasks on sprint backlog and began first task  Toni – reviewed tasks on sprint backlog and research database api  Huy – reviewed tasks on sprint backlog and research |

## Action Items

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| No. | Item | Who | By |
| 1 | Set up meeting w/ tutor and send calendar invite | Keely | 21/08/2023 |
| 2 | Begin sprint tasks | Everyone |  |