Meeting Minutes

# Weekly Meeting with team/Supervisor

# Meeting No: 4

## Meeting Details

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| Date: | 29/08/2023 |
| Venue: | Microsoft Teams |
| Attendees: | Keely Smith (s3898340)  Tanya Tran (s3843142)  Huy Do (s3894502)  Kevin Chen (s3780646)  Antonio Ginnakopoulos (Toni) (s3895923)  Myat Theingi Nwe (Gigi) (s3963447)  Alessio (Supervisor) |
| Apologies: | N/A |

## Information / Decisions

|  |  |
| --- | --- |
| No. | Item |
| 1 | Keely explained and demonstrated how to add a branch in GitHub |
| 2 | Discussed what everyone has worked on so far:  Keely – working on MVC  Toni – set up AWS API and researched about spring boot  Huy – working on shopping cart feature (backend)  Kevin – working on signup page  Gigi – started shopping cart / order checkout pages (front end)  Tanya – created landing page, profile page, nav bar & logout button |
| 3 | Went through project board with tutor:  Discussed how to improve it --> every task requires a detailed description that suggests what steps will be taken to complete it |
| 4 | Discussed with tutor the current tasks everyone is working on (in further detail) |

## Action Items

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| --- | --- | --- | --- |
| No. | Item | Who | By |
| 1 | Add criteria and description to all tasks in sprint backlog | Huy | 01/09/2023 |
| 2 | Continue working through assigned sprint tasks | Everyone | 04/09/2023 |