Meeting Minutes

# Weekly Meeting with team/Supervisor

# Meeting No: 11

## Meeting Details

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| Date: | 13/09/2023 |
| Venue: | MS 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 | Reviewed project board with tutor to receive feedback   * Going on the right track, no questions asked * Group needs to review user stories and acceptance criteria, go through all and see what needs to be dropped/kept/changed/updated and send a document to tutor by end of tomorrow * Reminder that the submission for milestone 2 is this Sunday (17/09/2023) * Tests needs to be conducted for every feature * Project board needs to be tidied up a little more, some tasks and it’s estimated hours are not realistic/technically applicable |
| 2 | Discussed everyone's progress with their issued tasks |

## Action Items

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| --- | --- | --- | --- |
| No. | Item | Who | By |
| 1 | Continue working on tasks from project board to get things checked off | Everyone | 15/09/2023 |
| 2 | Make start with documentation for milestone 2 submission | Everyone | 17/09/2023 |