Meeting Minutes

# Weekly Meeting with team/Supervisor

# Meeting No: 5

## Meeting Details

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| Date: | 01/10/2023 |
| Venue: | Discord voice channel |
| Attendees: | Keely Smith (s3898340)  Tanya Tran (s3843142)  Kevin Chen (s3780646)  Antonio Giannakopoulos (Toni) (s3895923)  Myat Theingi Nwe (Gigi) (s3963447) |
| Apologies: | Huy Do (s3894502) |

## Information / Decisions

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| No. | Item |
| 1 | Discussed with group progress that has been made since the last meeting – what everyone has completed and will be moving onto next |
| 2 | Discussed what this week’s focus is since the milestone is due Sunday 8th :   * Complete bulk of coding by Thursday evening and spend the remainder of the week working through documentation requirements ready for submission * Go through Milestone 3 requirements together in class tomorrow to see what documents needs to be done and assign tasks to each member * Wrap up the entire project: Completed & functioning application, organise GitHub Projects and update product backlog etc. |
| 3 | Discussed organising of the GitHub project board – needs grouping of tasks under one heading and removing of unnecessary issues so tidy up the project space, make sure all tasks have a detailed description and all columns (time estimated/taken) are filled in |
| 4 | Queries and concerns:   * Ask tutor when is the presentation – Monday week 12 or week 13? & When does ppt need to be sent in - to tutor or only submitted to canvas? |

## Action Items

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| No. | Item | Who | By |
| 1 | Organise GitHub project board | Tanya | 02/10/2023 |
| 2 | Continue working completing tasks for submission | Everyone | 04/10/2023 |