Meeting Minutes

# Weekly Meeting with team/Supervisor

# Meeting No: 8

## Meeting Details

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| Date: | 06/10/2023 |
| Venue: | Discord voice channel |
| Attendees: | Keely Smith (s3898340)  Tanya Tran (s3843142)  Huy Do (s3894502)  Kevin Chen (s3780646)  Antonio Giannakopoulos (Toni) (s3895923)  Myat Theingi Nwe (Gigi) (s3963447) |
| Apologies: | N/A |

## Information / Decisions

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| --- | --- |
| No. | Item |
| 1 | Group discusses what everyone is working on and any last thing that needs to be completed --> mostly documentation work  Tanya is dealing with an integration challenge for notifications and update user info feature, |
| 2 | Discussed milestone submission requirements and prioritised tasks |
| 3 | Assign any last tasks to be attempted:  Keely – refactoring report |
| 4 | Organise another meeting for the next day at 7pm |

## Action Items

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| No. | Item | Who | By |
| 1 | Complete few last frontend implementations | Tanya, Kevin | 07/10/2023 |
| 2 | Add styling to the web app | Kevin | 07/10/2023 |
| 3 | Complete all backend documentation | Keely, Huy, Toni | 07/10/2023 |
| 4 | Complete all required milestone documents (scrum, project report, updated user stories & backlog) | Everyone | 07/10/2023 |
| 5 | Work on presentation | Everyone | 08/10/2023 |