Meeting Minutes

# Weekly Meeting with team/Supervisor

# Meeting No: 9

## Meeting Details

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| Date: | 07/10/2023 |
| Venue: | Discord voice channel |
| Attendees: | Keely Smith (s3898340)  Tanya Tran (s3843142)  Huy Do (s3894502)  Myat Theingi Nwe (Gigi) (s3963447) |
| Apologies: | Kevin Chen (s3780646)  Antonio Giannakopoulos (Toni) (s3895923) |

## Information / Decisions

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| --- | --- |
| No. | Item |
| 1 | Discussed what the current progress is with the application:   * All features implemented and functional * Styling left to do |
| 2 | Discussed what everyone is working on and will need to do:  Tanya – project report (scrum process)  Keely – Account API documentation, Refactoring report, Individual video recording  Huy – Product API documentation, Presentation, Individual video recording  Gigi – Sprint Planning notes, Presentation, Individual video recording |
| 3 | Organise a meeting for tomorrow at 7pm (milestone 3 submission deadline) |

## Action Items

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| --- | --- | --- | --- |
| No. | Item | Who | By |
| 1 | Complete all tasks required for the Milestone 3 submission | Everyone | 08/10/2023 |