

# Meeting Minutes

## Weekly Meeting with team/Supervisor

Meeting No: 8

### Meeting Details

Date:	10/08/2021
Venue:	Collborate Ultra
Attendees:	Rashed Abdin David Aziz Kowsar Rahman Oliver Lukis Dunith Nadvi Karawita Reza Soltanpoor
Apologies:	N/A

### Information / Decisions

No.	Item
1	To show Reza the product backlog as requested from previous meeting
2	To receive feedback from Reza on how to improve
3	To use this feedback to improve our work for all milestone 1 tasks
4	To prioritise our product backlog relative to what needs to be completed first to last
5	To use 3 words in product backlog in Jira to make it easier for everyone to understand

### Action Items

No.	Item	Who	By
1	To prioritise our product backlog relative to tasks needing to be completed from first to last	David, Nadvi	Rashed
2	To summarise the user stories in Jira into 3 words	Nadvi	Rashed
3	To set tasks for sprint 1 in Jira	Rashed	Rashed
4	To continue writing sprint 1 planning notes	Rashed	Rashed
5	To continue working on the wireframes for design of product backlog	Kowsar, Oliver, David and Rashed	Rashed