

# Meeting Minutes

## Weekly Meeting with team/Supervisor

Meeting No: 28

### Meeting Details

Date:	17/10/2021
Venue:	MS Teams
Attendees:	Rashed Abdin David Aziz Kowsar Rahman Dunith Nadvi Karawita
Apologies:	N/A

### Information / Decisions

No.	Item
1	To ask questions about implementation of remaining user stories/enhancements
2	To get clarification on milestone 3
3	To show problems faced and needing to solve together as a group
4	Making sure everyone is okay and able to cope with current workload
5	To finish implementing remaining user stories and get ready for milestone 3 submission

### Action Items

No.	Item	Who	By
1	To continue working on finishing	Everyone	Rashed
2	To show sprint 4 work so far and how we are planning on implementing the remaining user stories.	Everyone	Rashed
3	To write Project Report with screenshots of all necessary requirements	Rashed	Rashed
4	To continue checking stories off the sprint backlog and for developers to continue pushing work into github	Rashed, Nadvi, Kowsar	Rashed
5	To ask about any problems faced so we can solve them together	Everyone	Rashed