

Meeting Minutes

Weekly Meeting with team/Supervisor

Meeting No: 26

Meeting Details

Date:	05/10/2021
Venue:	Collaborate Ultra
Attendees:	Rashed Abdin David Aziz Kowsar Rahman Dunith Nadvi Karawita Reza Soltanpoor
Apologies:	N/A

Information / Decisions

No.	Item
1	To ask questions about implementation of PayPal
2	To get clarification on milestone 3
3	To continue working on tasks/user stories
4	Discussion of how/questions of results for previous assessments
5	Making sure everyone is okay and not stressing and reminding everyone we are all here for each other

Action Items

No.	Item	Who	By
1	To review sprint 3 progress with Reza	Everyone	Rashed
2	To show sprint progress and how we are implementing the user stories so far	Everyone	Rashed
3	To get ready to finishing sprint 3	Rashed	Rashed
4	To ask/review sprint burndown problem caused by Jira	Everyone	Rashed
5	To ask Reza questions about any difficulties or questions	Reza	Rashed