

# Meeting Minutes

## Weekly Meeting with team/Supervisor

Meeting No: 29

### Meeting Details

Date:	22/10/2021
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 ready for milestone 3 submission
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 enhancements/refactoring to get a HD for this milestone

### Action Items

No.	Item	Who	By
1	To continue working on finishing Milestone 3 in time	Everyone	Rashed
2	To continue enhancing our project and making all necessary refactoring to the code to improve performance	Everyone	Rashed
3	To write Project Report with screenshots of all necessary requirements, sprint 4 retro notes and review all other sprint plans/retro notes	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