

Meeting Minutes

Weekly Meeting with team/Supervisor

Meeting No: 5

Meeting Details

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| Date: | 05/08/2021 |
| Venue: | MS teams |
| Attendees: | Rashed Abdin Kowsar Rahman Jin Zhu |
| Apologies: | David, Oliver and Nadvi |

Information / Decisions

| No. | Item |
|-----|--|
| 1 | To introduce our new teammate to the group |
| 2 | To assign a role to Jin |
| 3 | To check the status of the product backlog |
| 4 | To receive group feedback on how to improve towards finishing sprint 0 |
| 5 | To update tasks accordingly in Jira |

Action Items

| No. | Item | Who | By |
|-----|--|-------------|--------|
| 1 | Assigning Jin to a role | Jin | Rashed |
| 2 | To introduce the assignment spec to our new member | Jin | Rashed |
| 3 | To continue making progress towards sprint 0 | All members | Rashed |
| 4 | To constantly ask for help from other members when stuck | All members | Rashed |
| 5 | To start the design of the product backlog | All memb | Rashed |

NOTE: Due to number capacity of our group, Jin was removed from our group