

Meeting Minutes

Weekly Meeting with team/Supervisor

Meeting No: 6

Meeting Details

Date:	09/08/2021
Venue:	MS teams
Attendees:	Rashed Abdin Dunith Nadvi Koswar Rahman Oliver Lukis
Apologies:	David

Information / Decisions

No.	Item
1	Finishing Sprint 0
2	Starting plan for sprint 1
3	Reviewing product backlog
4	Asking about the base code for project (no current information to when we receive it)
5	Continue designing the wireframes of code

Action Items

No.	Item	Who	By
1	Completing sprint 0	All members	Rashed
2	To make sprint planning notes in preparation for sprint 1	Rashed	Rashed
3	Complete sprint 0 in jira	Rashed	Rashed
4	To invite all members to Figma to design wireframes	Kowsar	Rashed
5	To prioritise user stories in product backlog	David, Rashed, Nadvi	Rashed