

Meeting Minutes

Weekly Meeting with team/Supervisor

Meeting No: 2

Meeting Details

Date:	27/07/2021
Venue:	MS teams
Attendees:	Rashed Abdin Oliver Lukis Kowsar Rahman David Aziz Dunith Nadvi Karawita
Apologies:	N/A

Information / Decisions

No.	Item
1	Assigning and confirming roles of each member
2	To start working on the first assignment
3	To set up jira and invite all memeber
4	To set up github and invite all members
5	To switch main form of communication from Slack to MS teams

Action Items

No.	Item	Who	By
1	Assign a role to take which is agreed on by all members	All members	Rashed
2	To share all files via MS teams for easier access and editability	All members	Rashed
3	To start the product backlog and ask for help if needed	David	Rashed
4	Set up jira and invite all the members	Dunith	Rashed
5	Setting tasks and getting backlog working in jira	Rashed, David	Rashed