

# Meeting Minutes

## Weekly Meeting with team/Supervisor

Meeting No: 21

### Meeting Details

Date:	18/09/2021
Venue:	MS teams
Attendees:	Rashed Abdin Kowsar Rahman
Apologies:	Oliver Lukis (teacher is aware of current situation)

### Information / Decisions

No.	Item
1	A quick meeting to double check everything
2	Make sure everything is pushed to GitHub
3	Make sure reports are completed with screenshots required if necessary
4	Make sure sprint retro/planning notes and meeting minutes are all completed
5	Screenshots of communication logs provided in submission

### Action Items

No.	Item	Who	By
1	To review everything quickly before submission	Rashed,Kowsar	Rashed
2	To make sure summaries are written at a high level	Rashed,Kowsar	Rashed
3	To double check submission after submitting	Rashed,Kowsar	Rashed
4	To ensure all tasks are completed at a high level	Rashed,Kowsar	Rashed
5	To have all forms of communication logs, testing screenshots, screenshot of tools (like jira) used	Rashed,Kowsar	Rashed