

# Meeting Minutes

## Weekly Meeting with team/Supervisor

Meeting No: 7

### Meeting Details

|            |                                                                                      |
|------------|--------------------------------------------------------------------------------------|
| Date:      | 10/08/2021                                                                           |
| Venue:     | MS teams                                                                             |
| Attendees: | Rashed Abdin<br>David Aziz<br>Kowsar Rahman<br>Oliver Lukis<br>Dunith Nadvi Karawita |
| Apologies: | N/A                                                                                  |

### Information / Decisions

| No. | Item                                                                |
|-----|---------------------------------------------------------------------|
| 1   | To plan for sprint 1                                                |
| 2   | Start finalising all the milestone 1 tasks                          |
| 3   | Making sure the user stories are on the product backlog and in Jira |
| 4   | Asking for help from other members when confused                    |
| 5   | To attend the scheduled meeting with Reza                           |

### Action Items

| No. | Item                                                        | Who                           | By     |
|-----|-------------------------------------------------------------|-------------------------------|--------|
| 1   | To continue writing up sprint 1 planning notes              | Rashed                        | Rashed |
| 2   | To have all product backlog ready to show Reza as requested | All members                   | Rashed |
| 3   | To continue designing wireframes using Figma                | Kowsar, Oliver, David, Rashed | Rashed |
| 4   | To review acceptance testing and Dod                        | Nadvi                         | Rashed |
| 5   | To write up sprint retro notes for sprint 0                 | Rashed                        | Rashed |