

Meeting Minutes

Weekly Meeting with team/Supervisor

Meeting No: 27

Meeting Details

Date:	12/10/2021
Venue:	Collaborate Ultra
Attendees:	Rashed Abdin David Aziz Kowsar Rahman Dunith Nadvi Karawita Reza Soltanpoor
Apologies:	N/A

Information / Decisions

No.	Item
1	To ask questions about implementation of remaining user stories/enhancements
2	To get clarification on milestone 3
3	To start sprint 4 and show planning
4	Discussion of how/questions of results for previous assessments
5	Asking any final questions for the last meeting with Reza

Action Items

No.	Item	Who	By
1	To start sprint 4 and show plan to Reza	Everyone	Rashed
2	To show sprint 4 plan and how we are planning implementing the remaining user stories so far	Everyone	Rashed
3	To write sprint 3 retro notes	Rashed	Rashed
4	To ask questions about the interview and overall thanking Reza for being an awesome teacher and giving him the credit for giving us such good guidance	Reza	Rashed
5	To ask Reza questions about any difficulties or questions	Reza	Rashed