Meeting Minutes

Weekly Meeting with team/Supervisor

Meeting No: 9

Meeting Details

Date:	13/08/2021
Venue:	MS teams
Attendees:	Rashed Abdin David Aziz Dunith Nadvi Karawita
Apologies:	N/A

Information / Decisions

No.	Item
1	Finsihing/Finalising the product backlog (effort and defintion of done)
2	Making sure we submit milestone 1 with all tasks completed with a high standard
3	One member needing to submit the files in a zip file with all relevant documents (will make a Folder in MS teams which will be called Milestone 1 and relevant documents will be there)
4	Reviewing sprint planning and retro notes
5	Reviewing Acceptance testing and finalising wireframe designs

Action Items

No.	Item	Who	By
1	To have product backlog finalised in priortity order with effort and defintion of done	David	Rashed
2	To update product backlog in Jira	Nadvi	Rashed
3	To finalise wireframe designs of product backlog	Kowsar, Oliver, David and Rashed	Rashed
4	Reviewing and updating acceptance testing	Rashed, Nadvi	Rashed
5	Commiting user stories, acceptance testing, meeting minutes and repo to GitHub	Kowsar	Rashed