

# Meeting Minutes

## Weekly Meeting with team/Supervisor

Meeting No: 17

### Meeting Details

Date:	07/09/2021
Venue:	MS Teams
Attendees:	Rashed Abdin David Aziz Kowsar Rahman Dunith Nadvi Karawita
Apologies:	Oliver Lukis (note Reza is aware of current situation)

### Information / Decisions

No.	Item
1	To review sprint 2 planning notes and commence implementation
2	To update/review product backlog in Jira
3	To add PBI to sprint backlog and assign to members in Jira
4	To write unit tests and acceptance testing for sprint 1
5	To make sure everyone asks for help when stuck

### Action Items

No.	Item	Who	By
1	To groom product backlog and make sure priority and order of stories are correct	David	Rashed
2	To put PBI to sprint backlog and commence working towards them	Rashed	Rashed
3	To write tests and document results with screenshots for login and registration	Nadvi	Rashed
4	To make sure everything is being pushed frequently to GitHub and following git workflow	Kowsar and Nadvi	Rashed
5	To make sure we are on track with Sprint 2 even though we set a very hard sprint to finish	Everyone	