

Meeting Minutes

Weekly Meeting with team/Supervisor

Meeting No: 24

Meeting Details

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| Date: | 27/09/2021 |
| Venue: | MS teams |
| Attendees: | Rashed Abdin David Aziz Kowsar Rahman Dunith Nadvi Karawita |
| Apologies: | N/A |

Information / Decisions

| No. | Item |
|-----|--|
| 1 | To review sprint 3 planning notes and commence sprint |
| 2 | To add user stories into the sprint backlog in Jira for sprint 3 |
| 3 | To assign tasks and user stories to each memeber in the group |
| 4 | Discussion of how often we plan to meet and work on sprint |
| 5 | Making sure everyone is okay and not stressing and remaining everyone we are all here for each other |

Action Items

| No. | Item | Who | By |
|-----|---|----------|--------|
| 1 | To review sprint 3 planning notes | Everyone | Rashed |
| 2 | To decide which items we are moving from the product backlog into sprint backlog for implementation | Everyone | Rashed |
| 3 | To not promise too much in the sprint planning | Rashed | Rashed |
| 4 | To begin implementation of tasks and stories assigned to each member in jira | Everyone | Rashed |
| 5 | To create a new branch in GitHub for ordering implemenation | Kowsar | Rashed |