

Meeting Minutes

Weekly Meeting with team/Supervisor

Meeting No: 23

Meeting Details

Date:	21/09/2021
Venue:	Collaborate Ultra
Attendees:	Rashed Abdin David Aziz Kowsar Rahman Dunith Nadvi Karawita
Apologies:	N/A

Information / Decisions

No.	Item
1	Showing work completed for milestone 2
2	Discussing absence of Oliver
3	Discussing new team role allocation
4	Preparing for sprint 3
5	Showing teacher our sprint 3 planning notes

Action Items

No.	Item	Who	By
1	To demonstrate learning outcomes of milestone 2	Everyone	Rashed
2	To show make sure we are prepared for milestone 3 by ensuring new team structure	Everyone	Rashed
3	To finish implementation of CircleCi	David,Kowsar	Rashed
4	To finish dockerising the app	Kowsar	Rashed
5	To start sprint 3 in Jira and choose appropriate user stories to implement	Rashed	Rashed