

# Meeting Minutes

## Weekly Meeting with team/Supervisor

Meeting No: 14

### Meeting Details

Date:	04/09/2021
Venue:	MS Teams
Attendees:	Rashed Abdin David Aziz Kowsar Rahman
Apologies:	Oliver Lukis (please note Reza is aware of the current situation)

### Information / Decisions

No.	Item
1	To have a light meeting during mid semester break to check progress
2	Not expecting too much work completed due to a break for our mental health because of the current tough COVID restrictions placed
3	To make sure everyone is aware of the goals needing to be completed as we come back to university
4	To expect a heavy amount of work to be completed after break to stay ahead of time in terms of progress
5	To enjoy a relaxed meeting and remind everyone that everything's going to be alright

### Action Items

No.	Item	Who	By
1	To remind everyone to take it easy this week as we need to have a break mentally especially with the current tough COVID restrictions placed	Everyone	Rashed
2	To make sure everyone has the latest work pulled from GitHub and runs on each device	Everyone	Rashed
3	To make sure that everytime you push the code you let other members know you are planning to push	Kowsar, Nadvi	Rashed
4	To continue to review and check product backlog and sprint backlog in Jira	Rashed, David	Rashed
5	To set a plan on our approach on finishing sprint 1 in time	Everyone	Rashed

