

Meeting Minutes

Weekly Meeting with team/Supervisor

Meeting No: 30

Meeting Details

Date:	23/10/2021
Venue:	MS Teams
Attendees:	Rashed Abdin David Aziz Kowsar Rahman Dunith Nadvi Karawita
Apologies:	N/A

Information / Decisions

No.	Item
1	To review/finish everything on the assignment spec
2	To submit milestone 3
3	To show problems faced and needing to solve together as a group
4	Making sure everyone is okay and able to cope with current workload
5	To finish implementing enhancements/refactoring to get a HD for this milestone

Action Items

No.	Item	Who	By
1	To submit milestone 3 with all necessary requirements	Everyone	Rashed
2	To touch up any last minute enhancements/refactoring of code and push it all to GitHub	Everyone	Rashed
3	To review sprint planning/retro notes, meeting minutes, Project Report and all files needed to be submitted for milestone 3	Rashed	Rashed
4	To finish Sprint 4 and write sprint 4 retro notes	Rashed	Rashed
5	To deploy our application to the microservices	Kowsar	Rashed