

Meeting Minutes

Weekly Meeting with team/Supervisor

Meeting No: 18

Meeting Details

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| Date: | 13/09/2021 |
| Venue: | MS Teams |
| Attendees: | Rashed Abdin David Aziz Kowsar Rahman Dunith Nadvi Karawita |
| Apologies: | Oliver (teacher aware of current situation) |

Information / Decisions

| No. | Item |
|-----|--|
| 1 | Start preparing for submission for milestone 2 |
| 2 | To check status of each members work and make sure we are staying on time for sprint 2 |
| 3 | To solve and implement adding/removing books together |
| 4 | To have questions prepared for Reza tomorrow espeically with Oliver missing |
| 5 | To constantly ask for help when stuck |

Action Items

| No. | Item | Who | By |
|-----|---|--------------|--------|
| 1 | To prepare a file in MS teams with all relevant files required for Milestone 2 | Rashed | Rashed |
| 2 | To prepare a summary of work done so far in terms of user stories, code/functionality and testing | Everyone | Rashed |
| 3 | To review all necessary requirements needed in milestone 2 for a HD | Everyone | Rashed |
| 4 | To take screenshots of communication logs and tools used for this milestone | Rashed | Rashed |
| 5 | To continue to keep updating sprint backlog in Jira with status of tasks | Rashed,David | Rashed |