

Meeting Minutes

Weekly Meeting with team/Supervisor

Meeting No: 3

Meeting Details

Date:	03/08/2021
Venue:	MS teams
Attendees:	Rashed Abdin David Aziz Kowsar Rahman Dunith nadvi
Apologies:	Oliver Lukis

Information / Decisions

No.	Item
1	Review and update product backlog
2	To continue/update jira with status of tasks assigned to you respectively
3	To make sure we are on track of completing sprint 0 in time
4	To continue writing user stories in the product backlog
5	Discussion of how to tackle effort and definition of done

Action Items

No.	Item	Who	By
1	To continue writing user stories in the product backlog	All members	Rashed
2	To continue updating jira as tasks are being completed	All members	Rashed
3	To start working on the effort required for each user story	David	Rashed
4	To have a plan on how to approach designing wireframes	All members	Rashed
5	To start working on the acceptance testing	Nadvi	Rashed