

Meeting Minutes

Weekly Meeting with team/Supervisor

Meeting No: 4

Meeting Details

Date:	3/08/2021
Venue:	Collobrate Ultra
Attendees:	Rashed Abdin David Aziz Kowsar Rahman Dunith nadvi Reza Soltanpoor
Apologies:	Oliver Lukis

Information / Decisions

No.	Item
1	To have a progress check meeting Reza
2	To receive feedback from our tutor on how to improve
3	To use this feedback and further improve the product backlog
4	To show our work and progress so far
5	To show all the tools we are currently using to finishing milestone 1

Action Items

No.	Item	Who	By
1	To minimise the number of user stories	All members	Reza
2	To not use developer type language in a user story	All Members	Reza
3	To priotise our user stories once we minimise	All Members	Reza
4	To continue working to finishing milestone 1	All Members	Reza
5	To make sure Reza is invited to all tools we are using	All Members	Reza