

Meeting Minutes

Weekly Meeting with team/Supervisor

Meeting No: 19

Meeting Details

Date:	14/09/2021
Venue:	Collaborate Ultra
Attendees:	Rashed Abdin David Aziz Kowsar Rahman Dunith Nadvi Karawita
Apologies:	Oliver (teacher aware of current situation)

Information / Decisions

No.	Item
1	To tell Reza about the disappearance of one of our team members
2	To reorganise our tasks and be prepared to do much more work
3	For each member to help each other with all requirements through this milestone
4	To keep up to date with sprint 2 tasks
5	To continue to monitor the sprint burndown chart in Jira to give us an indication if we need to work faster or slower.

Action Items

No.	Item	Who	By
1	To let Reza know we are struggling a lot with the disappearance of Oliver and are required to do much more work now on top of many deadlines due this week	Everyone	Rashed
2	To continue shifting tasks between each other and continue to PBI on sprint backlog in Jira	Everyone	Rashed
3	To continue implementing adding/removing books in back end	Kowsar, Nadvi	Rashed
4	To integrate the backend with the front end and make sure everything is linked	Kowsar, Rashed	Rashed
5	To continue writing tests for implementations	Nadvi, David	Rashed