**Meeting Minutes**

# Weekly Meeting with team/Mentor

**Meeting No: 1**

Meeting Details

|  |  |
| --- | --- |
| Date: | 07/04/2023 |
| Venue: | Microsoft Teams |
| Attendees: | Khaled Haji  Van Pham  Kimberley Tan  Brian MacHleish Rabino  Kaida Zhang |
| Apologies: | N/A |

## Information / Decisions

|  |  |
| --- | --- |
| No. | Item |
| 1 | Team introduction |
| 2 | Exchange of contact details and basic skills |
| 3 |  |

## Action Items

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Item | Who | By |
| 1 | Team Introduction | All team members | End of meeting |
| 2 | Exchange of contact details and basic skills | All team members | End of meeting |
| 3 | Set up Trello and GitHub | Kaida Zhang  Brian MacHleish Rabino | End of meeting |

**Meeting No: 2**

Meeting Details

|  |  |
| --- | --- |
| Date: | 14/04/2023 |
| Venue: | Microsoft Teams |
| Attendees: | Khaled Haji  Van Pham  Kimberley Tan  Brian MacHleish Rabino  Kaida Zhang |
| Apologies: | N/A |

## Information / Decisions

|  |  |
| --- | --- |
| No. | Item |
| 1 | Start to work on wireframes |
| 2 | Start to work on product backlog |
| 3 | Making Sprint 1 plans |

## Action Items

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Item | Who | By |
| 1 | Complete wireframes | Kaida Zhang | End of the week |
| 2 | Work on product backlog | All team members | Before next meeting |
| 3 | Making Sprint 1 plans | All team members | Before next meeting |

**Meeting No: 3**

Meeting Details

|  |  |
| --- | --- |
| Date: | 21/04/2023 |
| Venue: | Microsoft Teams |
| Attendees: | Khaled Haji  Van Pham  Kimberley Tan  Brian MacHleish Rabino  Kaida Zhang |
| Apologies: | N/A |

## Information / Decisions

|  |  |
| --- | --- |
| No. | Item |
| 1 | Continue to work on User Story |
| 2 | Start to work on Acceptance Criteria |
| 3 | Work on Sprint 1 Retro |
| 4 | Making Sprint 2 plans |

## Action Items

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Item | Who | By |
| 1 | Continue and finish User Story | All team members | Before next meeting |
| 2 | Start to work on Acceptance Criteria | All team members | End of the week |
| 3 | Making Sprint 2 plans | All team members | End of the week |