**Meeting Minutes**

# Weekly Meeting with team/Mentor

**Meeting No: 1**

Meeting Details

|  |  |
| --- | --- |
| Date: | 02/05/2023 |
| Venue: | Microsoft Teams |
| Attendees: | Khaled Haji  Van Pham  Kimberley Tan  Brian MacHleish Rabino  Kaida Zhang |
| Apologies: | N/A |

## Information / Decisions

|  |  |
| --- | --- |
| No. | Item |
| 1 | Completed meeting minutes |
| 2 | Completed Sprint 1 planning note |
| 3 | Finish Sprint 1 Peer review |
| 4 | Update all files |
| 5 | Completed Sprint 1 |

## Action Items

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Item | Who | By |
| 1 | Completed meeting minutes | All team members | End of meeting |
| 2 | Completed Sprint 1 planning note | All team members | End of meeting |
| 3 | Finish Milestone 1 Peer review | All team members | End of meeting |
| 4 | Update all files | All team members | End of meeting |
| 5 | Completed Milestone 1 | All team members | End of meeting |

**Meeting No: 2**

Meeting Details

|  |  |
| --- | --- |
| Date: | 05/05/2023 |
| Venue: | Microsoft Teams |
| Attendees: | Khaled Haji  Van Pham  Kimberley Tan  Brian MacHleish Rabino  Kaida Zhang |
| Apologies: | N/A |

## Information / Decisions

|  |  |
| --- | --- |
| No. | Item |
| 1 | Understanding of sprint 1 development |
| 2 | Familiarity with the functions will develop during sprint 1 |
| 3 | Understanding of front-end and back-end tasks |
| 4 | Creating a database |

## Action Items

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Item | Who | By |
| 1 | Understanding of sprint 1 development | All team members | End of the meeting |
| 2 | Familiarity with the functions will develop during sprint 1 | All team members | End of the meeting |
| 3 | Understanding of front-end and back-end tasks | All team members | Before next meeting |
| 4 | Creating a database | Van | Before next meeting |

**Meeting No: 3**

Meeting Details

|  |  |
| --- | --- |
| Date: | 09/05/2023 |
| Venue: | Microsoft Teams |
| Attendees: | Khaled Haji  Van Pham  Kimberley Tan  Brian MacHleish Rabino  Kaida Zhang |
| Apologies: | N/A |

## Information / Decisions

|  |  |
| --- | --- |
| No. | Item |
| 1 | Rewriting the user story |
| 2 | Assigning front-end and back-end tasks |

## Action Items

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Item | Who | By |
| 1 | Rewriting the user story | Kaida Zhang | Before next meeting |
| 2 | Start to work | All team members | End of the week |
| 5 | Front-end functional tasks | Khaled Haji  Kimberley Tan | During the entire development process |
| 6 | Back-end functional tasks | Van Pham | During the entire development process |

**Meeting No: 4**

Meeting Details

|  |  |
| --- | --- |
| Date: | 12/05/2023 |
| Venue: | Microsoft Teams |
| Attendees: | Khaled Haji  Van Pham  Kimberley Tan  Brian MacHleish Rabino  Kaida Zhang |
| Apologies: | N/A |

## Information / Decisions

|  |  |
| --- | --- |
| No. | Item |
| 1 | Finish User Story |
| 2 | Continue to work on Acceptance Criteria |
| 3 | Work on Sprint 1 backlog |
| 4 | Continue to work on Product Backlog |
| 5 | Set Software feature priority in Trello |

## Action Items

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Item | Who | By |
| 1 | Finish User Story | Kaida | End of the meeting |
| 2 | Continue to work on Acceptance Criteria | Kaida | Before next meeting |
| 3 | Work on Sprint 1 backlog | Kaida | End of the week |
| 4 | Continue to work on Product Backlog | All team members | Before next meeting |
| 5 | Set Software feature priority in Trello | All team members | End of the meeting |