**Meeting Minutes**

# Weekly Meeting with team/Mentor

**Meeting No: 1**

Meeting Details

|  |  |
| --- | --- |
| Date: | 13/05/2023 |
| Venue: | Microsoft Teams |
| Attendees: | Khaled Haji  Kimberley Tan  Van Pham  Brian MacHleish Rabino  Kaida Zhang |
| Apologies: | N/A |

## Information / Decisions

|  |  |
| --- | --- |
| No. | Item |
| 1 | Continuous recording of minutes of meetings |
| 2 | Ongoing completion of sprint1 documents |
| 3 | Continue to complete sprint 2 documents |
| 4 | Report on progress of front-end and back-end functionality |

## Action Items

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Item | Who | By |
| 1 | Continuous recording of minutes of meetings | Kaida Zhang | Before next meeting |
| 2 | Assign and continue to complete sprint 1 | All team members | Before next meeting |
| 3 | Assign and continue to complete sprint 2 | All team members | Before next meeting |
| 4 | Front-end Sprint 2 is complete | Khaled Haji  Kimberley Tan | Before next meeting |
| 5 | Back-end Sprint 2 is complete | Van Pham | Before next meeting |

**Meeting No: 2**

Meeting Details

|  |  |
| --- | --- |
| Date: | 17/05/2023 |
| Venue: | Microsoft Teams |
| Attendees: | Khaled Haji  Kimberley Tan  Van Pham  Brian MacHleish Rabino  Kaida Zhang |
| Apologies: | N/A |

## Information / Decisions

|  |  |
| --- | --- |
| No. | Item |
| 1 | Report on sprint 2 project progress |
| 2 | Interfacing front and back-end functionality |

## Action Items

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Item | Who | By |
| 1 | Report on sprint 2 project progress | All team members | End of the week |
| 2 | Interfacing front and back-end functionality | All team members | Before next meeting |

**Meeting No: 3**

Meeting Details

|  |  |
| --- | --- |
| Date: | 20/05/2023 |
| Venue: | Microsoft Teams |
| Attendees: | Khaled Haji  Kimberley Tan  Van Pham  Brian MacHleish Rabino  Kaida Zhang |
| Apologies: | N/A |

## Information / Decisions

|  |  |
| --- | --- |
| No. | Item |
| 1 | Update and synchronize Trello project progress |
| 2 | Synchronize Trello |
| 3 | Discuss sprint 3 project content and features |

## Action Items

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Item | Who | By |
| 1 | Complete synchronization of Jira content | All team members | Before next meeting |
| 2 | Continuing to organize Milestone 2 submissions | All team members | Before next meeting |
| 3 | Discuss sprint 3 functionality and assign tasks | All team members | Before next meeting |

**Meeting No: 4**

Meeting Details

|  |  |
| --- | --- |
| Date: | 23/05/2023 |
| Venue: | Microsoft Teams |
| Attendees: | Khaled Haji  Kimberley Tan  Van Pham  Brian MacHleish Rabino  Kaida Zhang |
| Apologies: | N/A |

## Information / Decisions

|  |  |
| --- | --- |
| No. | Item |
| 1 | Complete and check Milestone 2 Jira content |
| 2 | Completing retro/backlog /planning notes |
| 3 | Completing individual team contributions |

## Action Items

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Item | Who | By |
| 1 | Complete and check Trello content | All team members | End of the meeting |
| 2 | Completing retro/backlog /planning notes | All team members | Before next meeting |
| 3 | Completing individual team contributions | All team members | End of the week |

**Meeting No: 5**

Meeting Details

|  |  |
| --- | --- |
| Date: | 26/05/2023 |
| Venue: | Microsoft Teams |
| Attendees: | Khaled Haji  Kimberley Tan  Van Pham  Brian MacHleish Rabino  Kaida Zhang |
| Apologies: | N/A |

## Information / Decisions

|  |  |
| --- | --- |
| No. | Item |
| 1 | View sprint 3 contents |
| 2 | Progress report on project functionality |
| 3 | Negotiate changes to some details of the functionality |

## Action Items

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Item | Who | By |
| 1 | View sprint 3 contents | All team members | End of the meeting |
| 2 | Progress report on project functionality | All team members | End of the meeting |
| 3 | Negotiate changes to some details of the functionality | All team members | End of the meeting |