

Meeting Minutes

Weekly Meeting with team Meeting No: 3

Meeting Details

Date:	20/09/2020
Venue:	Teams Channel
Attendees:	Arone Tien Man Todd
Apologies:	Dylan had let us know that he was going to miss the meeting as he had work commitments. He will get caught up later.

Information / Decisions

No.	Item
1.	Overviewing the Sprint Reviews/Retros: <ul style="list-style-type: none">Ensuring the review/retro documents are correctly aligned
2.	AWS + Docker Deployment: <ul style="list-style-type: none">Man has successfully applied the back-end data onto AWSThe front end needs to be applied to AWSMan shows how to docket-ize the code and how it deploys within a container in AWS.
3.	GitHub Workflow: <ul style="list-style-type: none">Ensure that the correct branches are merged in order to create the release
4.	Contribution Form: <ul style="list-style-type: none">All members at the meeting accessed the form and agreed upon the percentage of contribution.

Action Items

No.	Item	Who	By
1.	CustomerDashboard branch finalized for merger with master to ensure release is successful.	Todd/Dylan	21/09

2.	Front end code deployed on AWS with docker file	Arone	21/09
----	---	-------	-------