

Meeting Minutes

Weekly Meeting with team Meeting No: 2

Meeting Details

Date:	10/08/2020
Venue:	Teams Channel
Attendees:	Arone Tein Todd Man Dylan
Apologies:	

Information / Decisions

No.	Item
1	<p>Acceptance Test</p> <ul style="list-style-type: none">The appropriate acceptance tests need to be completed by all team members for project use and for this week's submission.Team discussed the efficient way to move forward in developing these tests.
2	<p>Sprint Planning Notes</p> <ul style="list-style-type: none">Notes for the upcoming sprint need to be developed to ensure the team and project owner understands the results of the forthcoming sprint.
3	<p>Sprint Retro Notes</p> <ul style="list-style-type: none">Since the conclusion of the current sprint, notes on the team's progress need to be taken down.As a team we worked reasonably well, however we left some things until the last minute.

Action Items

No.	Item	Who	By
1	Acceptance Test	All Members	14/08

	<ul style="list-style-type: none"> All members need to ensure these are submitted for this week's assessment. 		
2	API set up <ul style="list-style-type: none"> Backend services need to be applied to enable usability for further development. 	Man	10/08
3	Sprint Retro Notes	All Members	14/08