

# 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	Acceptance Test <ul style="list-style-type: none"><li>The appropriate acceptance tests need to be completed by all team members for project use and for this week's submission.</li><li>Team discussed the efficient way to move forward in developing these tests.</li></ul>
2	Sprint Planning Notes <ul style="list-style-type: none"><li>Notes for the upcoming sprint need to be developed to ensure the team and project owner understands the results of the forthcoming sprint.</li></ul>
3	Sprint Retro Notes <ul style="list-style-type: none"><li>Since the conclusion of the current sprint, notes on the team's progress need to be taken down.</li><li>As a team we worked reasonably well, however we left some things until the last minute.</li></ul>

### Action Items

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

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