Meeting Minutes

Weekly Meeting with team/Supervisor

Meeting No: 1
Meeting Details

Date:	31/07/2020
Venue:	Microsoft Teams
Attendees:	Amir Homayoon Ashrafzadeh Amna Alfarah Alonto Julian Bitetto Ruchelle Balasuriya Sebastian Wisidagama Shaunak Karuna
Apologies:	N/A

Information / Decisions

No.	Item
1.	Decided to use notion, react and spring boot
2.	Setup github
3.	Features assigned for user stories

Action Items

No.	Item	Who	By
1.	Finish User stories	Everyone	4/8/20
2.	Create notion board	Ruchelle	1/08/20

Meeting Minutes

Weekly Meeting with team/Supervisor

Meeting No: 2

Meeting Details

Date:	07/08/2020
Venue:	Microsoft Teams
Attendees:	Amir Homayoon Ashrafzadeh Amna Alfarah Alonto Julian Bitetto Ruchelle Balasuriya Sebastian Wisidagama Shaunak Karuna
Apologies:	N/A

Information / Decisions

No.	Item
1.	Planned setup of database
2.	Clarification of task board with Homy

Action Items

No.	Item	Who	By
1.	Create tasks for user stories	Everyone	11/8/20

Meeting Minutes

Weekly Meeting with team/Supervisor

Meeting No: 3

Meeting Details

Date:	14/08/2020
Venue:	Microsoft Teams
Attendees:	Amir Homayoon Ashrafzadeh Amna Alfarah Alonto Julian Bitetto Ruchelle Balasuriya Sebastian Wisidagama Shaunak Karuna
Apologies:	N/A

Information / Decisions

No.	Item
1.	Sprint Planning (found tasks etc.)
2.	Spoke to Homy about goals of sprint 1
3.	Clarified milestone 1 requirements
4.	Clarified details about relationships between users

Action Items

No.	Item	Who	By
1.	Finish Sprint 0 retro + planning and Sprint 1 Planning	Shaunak, Ruchelle	16/8/20
2.	Finish tasks for customer booking	Julian	16/8/20
3.	Wireframe	Amna	16/8/20
4.	Update github	Sebastian	16/8/20