Minjin Chou

**MEETING: 05**

**MEMBERS PRESENT:** Danny Van, Chatchapat Dechathawee, Carl Dietz, Minjin Chou

**MEETING CALLED TO ORDER:** 1:05 PM - 1:40PM

**REVIEW**

1. Went over outcomes of email exchanges with Reza - clearing up of Trello requirements; acceptance tests can be used as DoD by linking to Trello cards.
2. Discussed yesterday’s lecture by Lawrence and implications for milestone 1 expectations - no sprint retro needed in milestone submission.

**INFORMATION/DECISIONS**

1. Review each milestone 1 criteria; assigned remaining tasks to group members.
2. Identified remaining grey areas to follow up with Homy - API acceptance tests format, are sprint planning notes equal to meeting notes, do we need to release a version on github.
3. Discussed backend microservice breakdown.

**ACTION ITEMS**

* MJ will write user story A-4
* Danny will write UAT for stories A-3, A-4
* Carl will write UAT for API, send follow-up emails to Homy
* North will do UAT for stories C-3 and C-4
* Danny Link user stories to the relevant backlog item
* Link acceptances tests to relevant product backlog item as Definitions of Done
* Everyone break down their UAT doc by User Story

**NEXT MEETING: 16/08/2020**