Group: *2.THURS-18.30-5*
Meeting Minutes

Stand-up 2 Meeting Minutes
Meeting No: 3, Week 4

Date:	16/8/2020
Venue:	Online (Teams)
Attendees:	Ali Khosravi, Donald U'Ren, Ge Lee
Apologies:	Carlo Manfredi
absences:	
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No.	Issue	Discussion	Action	Member	Deadline
1	Acceptance Tests and User Stories	Don reviewed Acceptance Test and User Story progress with the team prior to MS1 submission. As per previous minutes, the tests and stories have been update with client feedback	Merge acceptance test documents	Ali	16/8 (MS1)
2	Wireframes and Database Design	The team discussed the wireframes completed by Ge, and MS1 requirements	These will be submitted with MS1 under the Design and Architecture section	Ge, Don	16/8 (MS1)
3	Burn Down charts	Ge suggested creating burndown charts for Sprint 0 and Sprint 1 to submit as part of MS1	Create burndown charts for each sprint	Ge	16/8 (MS1)
4	Meeting Minutes	Don discussed current meeting minutes – most are in correct template however some are still under Meeting Notes tab on MSTeams.	Add Meeting notes to corresponding template	Don	16/8 (MS1)
			Add retrospective item from 3.3 Meeting Minutes to Sprint 0 Retrospective document	Ali	
5	Completed Backend Functionality	Don discussed the completed backend functionality – code has been completed for get/create endpoints for users and workers, with unit tests for each.	Code review – prior to Sprint 1 deadline another team member will perform a code review	Carlo	27/8 (S1)