

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

**Weekly Scrum Meeting Minutes**  
**Meeting No: 1 Week 9**

<b>Date:</b>	22/09/2020
<b>Venue:</b>	Online (Teams)
<b>Attendees:</b>	Ali Khosravi, Donald U'Ren, Ge Lee
<b>Apologies:</b>	
<b>absences:</b>	
<b>Copy To:</b>	-

No.	Issue	Discussion	Action	Member	Deadline
1	Milestone 2 Progress	The team discussed milestone 2 progress: <ul style="list-style-type: none"> <li>• Functionality/Deployment (items 2-4)</li> <li>• Documentation – some documentation requires formatting and cleaning up.</li> </ul>	The team will update the Milestone 2 ClickUp board as progress is made on items	All	22/9
2	Frontend deploy	Ge will work on finalising the front-end deployment	Ge will update the deployment settings and create a link for the project	Ge	22/9
3	Backend Deploy	Don has deployed a test version of the backend service, and will continue to address bugs and problems on the application	Don will upload and deploy a version before MS2 submission	Don	22/9
4	Backend Updates	Don updated some of the backend endpoints to allow for optional paramters	This may require revisting some unit tests and front-end calls, but only minor changes	All	22/9
5	Lab Demo	The team discussed the upcoming Lab Demo – This should showcase Sprint 2 Progress, which included primarily the integration of all Customer user stories and deployment to AWS	The team will complete the majority of this prior to MS2	All	24/9