Meeting Minutes

# Weekly Meeting with team/Supervisor

# Meeting No: 4

## Meeting Details

|  |  |
| --- | --- |
| Date: | 08/08/2020 |
| Venue: | MS Teams |
| Attendees: | Ryan Babij  Jordan Sorrenti  Hollie Steinman  Matthies Abera  Luke Davoli |
| Apologies: | N/A |

## Information / Decisions

|  |  |
| --- | --- |
| No. | Item |
| 1 | Matthies (PO) prioritised product backlog and explained decisions to team, some changes were made to the prioritisation but overall it remained in order |
| 2 | A user story allowing a customer to make a booking was added |
| 3 | Six user stories were chosen for Sprint 1, more information in documentation |
| 4 | Hollie and Matthies (PO) designated front end devs, Jordan and Ryan designated back end devs, Luke (SM) designated tester and assisting with front/back end where necessary |
| 5 | Dev team members assigned to tasks (see Trello board for assigned tasks) |
| 6 | Sprint 1 will begin Monday (10/08/2020), last for a duration of 2 weeks and finish on Sunday (23/08/2020). |
| 7 | Jordan giving a brief demo of Backend setup on Monday |

## Action Items

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Item | Who | By |
| 1 | Matthies and Hollie to set up meeting to discuss general aesthetic and design plan for website | Matthies/Hollie | Monday |
| 2 | Matthies to finalise Definition of Done for items in the Sprint Backlog | Matthies | Monday |
| 3 | Luke to finalise documentation of Product Backlog Items in spreadsheet | Luke | Now |
| 4 | Luke to document Sprint Backlog Items in spreadsheet | Luke | Now |
| 5 | Luke to finalise Sprint Planning notes | Luke | Now |