Meeting Minutes

# Weekly Meeting with team/Supervisor

# Meeting No: 9

## Meeting Details

|  |  |
| --- | --- |
| Date: | 13/08/2020 |
| Venue: | Zoom |
| Attendees: | Ryan Babij  Jordan Sorrenti  Hollie Steinman  Matthies Abera (PO)  Luke Davoli (SM)  Sachin (AGME Rep/tutor) |
| Apologies: | N/A |

## Information / Decisions

|  |  |
| --- | --- |
| No. | Item |
| 1 | What we’ve done:   * Matt completed the DODs for the user stories on the Sprint Backlog * Everybody wrote their acceptance criteria * Matt finally got access to the GitHub repo * Hollie and Matt had design team meeting * Jordan and Ryan had backend team meeting * Jordan looked into documentation   What we’re going to do:   * Prepare for sprint 0 retrospective   Hurdles:   * Hollie having trouble MS Teams |
| 2 | Matt and Hollie’s update from the front-end meeting   * Separate login and about/contact us page * Moving admin viewing workers to a new page * Select a front-end library: Argon chosen |
| 3 | Jordan and Ryan have chosen a list of services to tackle for the first sprint |

## Action Items

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Item | Who | By |
| 1 | Matthies to copy DODs over to PB Spreadsheet | Matthies | Now |
| 2 | Hollie trying to find out why her MS teams isn’t working | Hollie | Now |
| 3 | Hollie to finish writing Acceptance criteria for her user stories | Hollie | Thursday morning |