

Meeting Minutes

Weekly Meeting with team/Supervisor

Meeting No: 15 (SUNDAY meeting on monday)

Duration: 58min

Meeting Details

Date:	14/09/2020
Venue:	Microsoft Teams
Attendees:	Jack Williams Julian Rizzo Theodore Politis Dulshan Kodithuwakku Ghaida Alharbi
Apologies:	N/A

Information / Decisions

No.	Item
1	Coverage report needed in this weeks submission MILESTONE 2. Collection and preparation of documentation for this weeks submission needs to be organised. <ul style="list-style-type: none">• Coverage report• Burndown chart• Etc.
2	Started preparing sprint 3 documentation, including sprint 3 backlog. Unfinished code development from sprint 2 will be rolled over into sprint 3 (refactor period). Documation includes: <ul style="list-style-type: none">• Sprint 3 – Planning• Sprint 3 Backlog• Burndown chart• Test documentation (front-end and back-end)

Action Items

No.	Item	Who	By
1	Acceptance tests need to be completed	All	20/09/20
2	Complete code development from sprint 2	All	17/09/20
3	Refactoring	All	20/09/20
4	Front-end Docker	Jack	20/09/20
5	Application to be deployed on AWS		20/09/20

