

Meeting Minutes

Weekly Meeting with team/Supervisor

Meeting No: 8

Duration: 1 hr 38 min

Meeting Details

Date:	20/08/2020
Venue:	Microsoft Teams
Attendees:	Jack Williams Julian Rizzo Theodore Politis Dulshan Kodithuwakku Ghaida Alharbi Guest: Sachin
Apologies:	N/A

Information / Decisions

No.	Item
1	Further evaluation of sprint 0 in sprint planning doc.
2	Main change since last group meeting (SUNDAY) was the change in sprint design, where this sprint aims to develop more front-end components in order to be prepared for future tasks handling data manipulation.
3	Getting a better understanding of react before proceeding via self-taught methods.
4	Meeting this Friday decided to be based on development of REACT aspect and splitting up the existing code into relevant components to match language conventions.
5	Some of the key areas to focus on this week: <ul style="list-style-type: none">• Page routing and switching components• Concept of splitting up content into key components that can be reused• Clean up of CSS to remove instances of absolute values
6	Joined by Sachin: <ul style="list-style-type: none">• Discussed scrum process with him, to ensure we are on track and performing scrum tasks correctly• Discussed user stories and their format• Sprint 1 retro run through - what went well, what could be improved etc.
7	User stories need to be condensed, joining a few items together to prevent repetition/joining similar items (ie. User contact details)

Action Items

No.	Item	Who	By
1	Get the router and components working in the next few days	All	
2	<i>Refer to meeting-minutes-07 for REACT page assignments</i>		
3	Navbar to be removed and added back as component		