

Meeting Minutes

Weekly Meeting with team/Supervisor

Meeting No: 5

Duration: 1hr 50min

Meeting Details

Date:	13/08/2020 (THURSDAY meeting)
Venue:	Microsoft Teams
Attendees:	Jack Williams Julian Rizzo Theodore Politis Dulshan Kodithuwakku Ghaida Alharbi Guest: Sachin
Apologies:	N/A

Information / Decisions

No.	Item
1	Assigning priority levels to all items in the product backlog based on the scale (High, moderate, low).
2	Documentation for the teams Sprint Retrospective (sprint 0) <ul style="list-style-type: none">• Things that went well for the team• Things that could have gone better• Things that surprised the team during the setup phase of the major project• Lessons learnt + final thoughts to improve performance for future sprints
3	Identified main areas of issue were initial confusion from SprintBoot, Git-Flow process
4	A future focus will need to be placed on developmental skills, particularly regarding frameworks in use (SprintBoot, REACT.js) and the MVC design patterns.
5	Meeting schedule will remain as THURSDAY and SUNDAY meetings, adequate time between meetings identified.
6	Improvement needed to improve daily communication frequency, even in the form of a quick check-in on the Microsoft Teams chat.
7	Joined by Sachin towards the end of the meeting to run through Sprint 0 documentation.

Action Items

No.	Item	Who	By
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1	Connect Bootstrap library to REACT framework	Julian	16/08/20
2	Further research into REST and Microservices	All	