Meeting Minutes

Weekly Meeting with team/Supervisor

Meeting No: 23

Duration: 2hr

Meeting Details

Date:	11/10/2020
Venue:	Microsoft Teams
Attendees:	Jack Williams Julian Rizzo Theodore Politis Dulshan Kodithuwakku Ghaida Alharb
Apologies:	N/A

Information / Decisions

No.	Item
1	Fix of axios get request error, in regards to testing and date objects.
2	Assistance with concepts behind Ghaida's development for sprint 4.
3	Another meeting has been scheduled for **Tuesday Night @ 7:30pm.** • Plannning on finishing ALL documentation prior to demo and submission days • Ensure ALL branches have been merged back into developer ready for another release to master (v1.1 or v2.0)
4	Start of documentation collating. Ensuring that documentation is near complete so that we do not run out of time closer to submission date. • Sprint 4 Review • Spint 4 Retro • Sprint 4 backlog (update) • Sprint 5 planning
5	Sprint retro meetng scheduled for **Thursday's meeting @ 11am.**

Action Items

No.	Item	Who	By
1	Continue with Sprint backlog items	All	16/10/20
2	Sprint 5 Retro	Jack	16/10/20
3	Sprint 5 review	Julian	16/10/20

4	Bug reporting	Theo	16/10/20
5	Refactoring and commenting (refer to sprint 5 backlog for specific allocations)	All	16/10/20