

Meeting Minutes

Weekly Meeting with team/Supervisor

Meeting No: 20

Duration: 46min

Meeting Details

Date:	01/10/2020
Venue:	Microsoft Teams
Attendees:	Jack Williams Julian Rizzo Theodore Politis Dulshan Kodithuwakku Ghaida Alharb Guest: Sachin
Apologies:	N/A

Information / Decisions

No.	Item
1	Stand up meeting amongst team for sprint 4 discussing any blockers that we may have, what we plan to do and by when.
2	New repository needed for CircleCI tasks as a temporary workaround the lack of credits issue.
3	Jack to be the point of contact for AWS functionality to minimise debugging time as he may have dealt with a similar issue in sprint 3.

Action Items

No.	Item	Who	By
1	Continue with sprint backlog tasks	All	04/10/20
2	Update Trello board to reflect changes in backlog	All	04/10/20