

# Meeting Minutes

## Weekly Meeting with team/Supervisor

Meeting No: 3

Duration: 50min

### Meeting Details

Date:	02/08/2020
Venue:	Microsoft Teams
Attendees:	Julian Rizzo Theodore Politis Dulshan Kodithuwakku Ghaida Alharbi
Apologies:	Jack Williams

### Information / Decisions

No.	Item
1	Finalising acceptance tests
2	Preparing local machines for development (Installing IDE's etc.)
3	Assigning sprint no. To each item in product backlog
4	First sprint to be all account handling
5	Second sprint to be all booking handling

### Action Items

No.	Item	Who	By
1	Sprint planning doc finalised (Monday meeting)	All	10/08/20
2	Collate documents for submission zip file	All	16/08/20
3	Acceptance criteria for all of Sprint 01 (ID 2, 13 and 14)	Theo, Julian	13/08/20
4	Product backlog Grooming	Theo	09/08/20